

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Food Service IV

BASIC FUNCTION: Under the supervision of the Manager; is responsible for the entire kitchen preparation of menu items for special catering events, cafeteria, and kiosk location.

PROVIDES WORK OR LEAD DIRECTION TO: Any Food Service worker(s), Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Confers daily with Manager, Food Services.
2. Operates cash register, performs operational check out; determines product supply and replenishment requirements; performs money counts and balance receipts and orders supplies.
3. Operates District vehicle as assigned.
4. Prepares specifically assigned menu items, i.e., salads, sandwiches, soups, sauces, meats, vegetables, baked goods, etc., using prescribed menu, production sheets, established procedures, recipes, and time schedules.
5. Maintains daily records of food and supplies used.
6. Assists in preparation, distribution, and service feeding programs and catered events; and maintains records of these activities.
7. Takes physical inventory of food and supplies.
8. Maintains the total production of all meals produced from the cafeteria.
9. Assists in assigning staff to prepare meals; helps in determining employee schedules.
10. Operates a variety of kitchen equipment including grill, mixer, fryer, ovens, refrigerators, freezers, and dishwasher.
11. Assists in developing and evaluating recipes with the Manager, Food Services.
12. Maintains an up-to-date, complete file of all recipes.
13. Checks catering schedules daily; prepares food for catering; sets up and delivers catering on and off site; cleans up after functions; sets up catering for following day.
14. Stocks and stores food items; maintains inventory of products and equipment; checks deliveries.
15. Maintains orderliness of kitchen and sanitation of all equipment.
16. Ensures proper presentation and garnishing of foods.
17. Notifies the Manager, Food Services about equipment problems and/or needs.
18. Fills in for absentee personnel as required.
19. Cooks and serves on food line as assigned.
20. Participates in District-provided in-service training programs.
21. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
22. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required. Additional food management and nutrition courses are desired.

EXPERIENCE: Three years of directly related experience in large quantity food preparation is required.

LICENSES/CERTIFICATIONS: Must successfully pass the *National Restaurant Association Educational Foundation for the ServSafe® Food Protection Manager Certification Examination* during the first year of employment; must possess a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, are required.

KNOWLEDGE OF: *ServSafe and Hazard Analysis Critical Control Point (HACCP)*; institutional cooking and preparation; handling of foods under strict sanitary conditions; principles and practices of supervision.

ABILITY TO: Operate mechanical equipment used in the kitchen; keep accurate records; follow oral and written instructions; maintain cooperative relationships with those contacted in the course of work.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, students, faculty, vendors, and other departmental staff.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting. Must be able to lift up to 50 pounds.

WORKING CONDITIONS: Kitchen and cafeteria environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.