

FOOD SERVICE SPECIALIST

BASIC FUNCTION

Prepares, cooks, packages, and serves food for a college cafeteria and catering department; contributes to the preparation of menus; maintains food service areas, facilities, and equipment in a clean and sanitary condition; delivers and serves food at assigned sites.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Food Service series is responsible for independently performing technical duties in support of the preparation, cooking, packaging, and other related activities involved in the serving of quantity food production. Positions at this level have advanced cooking skills and are able to prepare complex menu items, exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Prepares, cooks, and serves assigned menu items by sautéing, grilling, baking, frying, broiling, slicing, heating, counting, weighing, measuring, cutting, and scooping into established serving size portions; trays and warms food in the oven and prepares specialty beverages.
2. Maintains the total production of all foods prepared and maintains inventory to ensure product availability while ensuring proper presentation and garnishing of foods.
3. Packages food and beverages in proper quantity for transport to other serving locations; delivers food for catering functions; performs set up and break down of catering.
4. Prepares, distributes, and serves feeding programs and catered events, and maintains a recordkeeping system of these activities.
5. Checks catering schedules and prepares and records the quantity of food used for each meal; counts and stocks coolers; counts leftover food and stores them in the pantry or freezer; fills and wraps food containers; ensures use of proper methods of handling foods to be stored.
6. Operates a variety of kitchen equipment including grills, mixers, fryers, ovens, refrigerators, freezers, slicers, steamers, tilt skillets, warmers, and dishwasher.
7. Assists with inventory of products and equipment; maintains daily records of food and supplies used; checks deliveries.
8. May perform duties in the Food Services Technician classification as directed by area supervisor.
9. Exercises technical and functional direction over and provides training to student workers.
10. Provides necessary information and demonstrations concerning how to perform certain work tasks to new employees.
11. Uses culinary skills to create consistent meals based on department standards and follows prescribed recipes when available.
12. Participates in District-provided in-service training programs.
13. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Advanced principles and methods of quantity food preparation, serving, and storage to include large scale banquet foods, meal planning, and scratch cooking using multiple cooking methods.
2. Basic math to compute food quantities required by prescribed menus.
3. Operational characteristics of food preparation equipment and tools including their use, care, and maintenance requirements.
4. Safety and sanitation procedures relating to food preparation, storage, and serving in accordance with state and local health ordinances.
5. Principles and procedures of cash collection and handling.
6. If assigned to food delivery, safe driving rules and practices.
7. Healthy nutritional standards.
8. Principles and practices of recordkeeping.
9. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

1. Estimate quantities of food required using prepared menus and worksheets.
2. Prepare, cook, bake, store, and serve a diverse range of foods using correct methods of preparation, recipe specifications, and utilizing proper cooking techniques.
3. Create specialty menus from various regions, dietary restrictions, and utilizing leftovers.
4. Implement the nutritional and educational goals of the District.
5. Maintain and adhere to strict hygiene standards.
6. Make accurate arithmetic computations; accurately process cash transactions.
7. Safely and efficiently transfer and deliver food and food storage containers.
8. Utilize care and cleaning for a diverse range of food service equipment.
9. Ability to read and comprehend menus, catering orders, and District provided training.
10. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
11. Communicate effectively in the course of performing work tasks.
12. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
13. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
14. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and three (3) years of experience in quantity food preparation and serving in a commercial setting; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

1. A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.
2. Possession of National Restaurant Association Educational Foundation for the ServSafe® Food Protection Manager Certification prior to the start of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard food service setting and use standard restaurant equipment, including a computer; to operate a motor vehicle to visit assigned sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves frequent standing and walking around the kitchen. Finger dexterity is needed to use knives and other utensils, as well as grasp pans and other kitchen equipment and to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification typically stand, bend, reach, stoop, walk and kneel to prepare and package food; and push and pull carts with foods and other kitchen items. Positions in this classification occasionally lift, move, and carry objects that typically weigh up to 50 pounds using proper equipment and/or assistance from staff.

Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in a kitchen/cafeteria environment and are exposed to moderate to loud noise levels, cold and/or hot temperatures, chemicals, and food allergens. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.