

FOOD SERVICE TECHNICIAN

BASIC FUNCTION

Performs daily cash accounting and operation of point of sale/cash register terminal and delivers and serves food at assigned sites; prepares, cooks, packages, and serves food for a college cafeteria; assists in catering department preparation and setup; and maintains food service areas, facilities, and equipment in a clean and sanitary condition.

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 Services 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. Employees at this level exercise judgment and initiative in their assigned tasks, receive only moderate 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. Opens and closes dining area; performs general cleaning duties to ensure work areas and all equipment are clean and sanitary; washes, air dries, and puts away equipment, utensils, and appliances; sweeps and mops the kitchen and pantry; ensures compliance with kitchen sanitation and safety procedures and regulations.
2. Operates cash register; performs operational checkout; determines product supply and replenishment requirements; collects money and makes change.
3. Receives and balances monies, prepares daily deposits, and maintains appropriate records.
4. Prepares, cooks, and serves assigned menu items utilizing a variety of kitchen equipment including grills, mixers, fryers, ovens, refrigerators, freezers, slicers, steamers, tilt skillets, and warmers.
5. 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.
6. Assists in the preparation, distribution, and service of feeding programs and catered events and maintains a recordkeeping system of these activities.
7. Sells a la carte items at assigned site and maintains accurate reconciliation of cash and inventory.
8. Checks catering schedules and counts and stocks coolers; counts leftover food and stores it in the pantry or freezer; fills and wraps food containers; ensures use of proper methods of handling foods to be stored.
9. Maintains daily records of food and supplies used; checks deliveries.
10. Exercises technical and functional direction over and provides training to student workers.
11. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
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. Principles and methods of quantity food preparation, serving, and storage.
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 proper cooking techniques.
3. Implement the nutritional and educational goals of the District.
4. Maintain and adhere to strict hygiene standards.
5. Make accurate arithmetic computations; accurately process cash transactions.
6. Safely and efficiently transfer and deliver food and food storage containers.
7. Utilize care and cleaning for a diverse range of food service equipment.
8. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
9. Communicate effectively in the course of performing work tasks.
10. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade, one (1) year of experience in quantity food preparation and serving in a commercial setting, and one (1) year of cash handling experience; 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's ServSafe® Food Protection Manager Certification prior to the start of employment and maintain certification throughout 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. Employees 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 with the use of proper equipment and/or assistance from staff.

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.