

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: LEAD FOOD SERVICE WORKER**

#### **BASIC FUNCTION:**

Under the direction of the Food Service Operations Supervisor, cook and perform specialized food preparation; assist as required with menu planning and ordering foodstuff and supplies; train and provide work direction to assigned staff and student helpers.

#### **REPRESENTATIVE DUTIES:**

Plan, organize, and implement activities of assigned food service area; train and provide work direction to assigned staff and student helpers. *E*

Estimate, order and maintain adequate food and supplies for assigned area; receive and inspect materials ordered; maintain records of food on hand and ordered as assigned. *E*

Utilize established recipe cards and cook and prepare specialized foods and main dishes. *E*

Assist the supervisor in menu planning and as directed; oversee Food Service operations in the evening. *E*

Train and provide work direction to others; instruct others in food preparation and proper work habits; provide feedback for performance evaluation of other Food Service Workers. *E*

Prepare and serve a variety of foods; operate grill, prepare sandwiches or salads, maintain vending machines, operate snack bar or snack shack. *E*

Perform catering services for a variety of banquets; plan menus, order food and oversee preparation and serving functions. *E*

Maintain work areas and serving areas in a sanitary manner; wash and clean steam tables; clean and store utensils, trays and kitchen equipment; assure compliance with safety and sanitation practices. *E*

Prepare a variety of food items such as fruits and vegetables; make salads and prepare fruit cups; package foods as necessary according to established procedures. *E*

Operate a variety of modern kitchen equipment including slicer, grinder, grills, deep fryer, beverage machines, sandwich wrappers and others. *E*

Operate a cash register and make change; train others in cash register procedures and operation; close out registers and count cash. *E*

Set up serving areas; set up steam tables and ice trays; set out food and beverages. *E*

Refill and restock food areas; prepare beverage machines for use.

Conduct inventory and maintain simple records as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Health and safety regulations.

Standard kitchen utensils, equipment and appliances.

Methods of assembling, preparing and cooking foods in large quantities.

Principles and practices of safety and sanitation.

Simple record keeping techniques.

Methods and temperatures for food storage.

**ABILITY TO:**

Perform lead duties in an assigned food service area.

Estimate quantities and order foodstuff and supplies.

Operate food service utensils and equipment in a safe and efficient manner.

Plan menus and oversee large scale kitchen operations.

Operate a cash register and make change quickly and accurately.

Understand and implement health and safety regulations.

Understand and follow oral and written directions.

Work cooperatively with others.

Work effectively under rush conditions.

Assemble, prepare and serve a variety of food items in large quantities in a sanitary manner.

Follow applicable health and sanitation requirements.

Train and provide work direction to others.

Provide instruction and assistance to other Food Service Workers.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and two years of experience at the level of Food Service Worker.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Cafeteria environment.

Working evening or variable hours.

**PHYSICAL ABILITIES:**

Standing for extended periods of time.

Dexterity of hands and fingers to operate a cash register and wash and clean utensils and equipment.

Bending at the waist.

Moderate lifting.

Seeing to prepare and serve food in established quantities.

Hearing and speaking to exchange information and to provide work direction.

**HAZARDS:**

Exposure to very hot foods, equipment, and metal objects used in food services.

Exposure to sharp knives and slicers.

Heat from ovens and grills.