

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: FOOD SERVICE ASSISTANT I

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the preparation and serving of beverages and food to students and staff; maintain cleanliness of work areas and equipment.

DISTINGUISHING CHARACTERISTICS:

The Food Service Assistant I classification performs routine food service activities at an assigned site. Incumbents prepare and serve food from a snack cart and perform basic cashiering duties. The Food Service Assistant II classification performs more responsible and varied food service preparation and service activities in addition to performing cashiering duties. The Food Service Assistant III classification performs cashiering and cash management duties in addition to performing responsible food service preparation and service activities. Incumbents serve as leads, training and assigning work to students assistants and staff.

REPRESENTATIVE DUTIES:

Assist in the preparation and serving of beverages and food to students and staff; assure proper cleanliness and maintenance of equipment and supplies. *E*

Operate a food cart at an assigned site; set up and take down food items; monitor quality and quantity of food served. *E*

Perform basic cashiering duties using a cash register; make accurate change; count money at end of shift. *E*

Prepare hot food items including hot dogs utilizing a gas powered grill; assure compliance with safety and sanitation regulations. *E*

Properly store food items that are not sold. *E*

Operate a variety of equipment used in food service; drive a vehicle to pick up and transport food and supplies. *E*

Assist in the kitchen or cafeteria as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Sanitation practices related to handling and serving food.
- Basic math and cashiering skills.
- Operation of food service equipment and a cash register.
- Interpersonal skills using tact, patience and courtesy.
- Storage of perishable food.

ABILITY TO:

- Operate food service equipment safely and efficiently.
- Learn and follow health and sanitation requirements.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Understand and follow written or oral directions.
- Work cooperatively with others.
- Operate a cash register and make change accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and at least six months related experience.

LICENSES AND OTHER REQUIREMENTS:

- Possession of, or ability to obtain, a valid California driver's license.
- Possession of, or ability to obtain, a valid California Sanitation Certificate.
- Satisfactory completion of pre-employment physical assessment.

WORKING CONDITIONS:

ENVIRONMENT:

- Outdoor food cart environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

- 1 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.

- 2 c. Ability to see for purposes of reading printed matter.
- 2 d. Ability to hear and understand speech at normal levels.
- 2 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 4 f. Ability to bend and twist, stoop, kneel, push and pull.
- 3 g. Ability to stir.
- 3 h. Ability to lift 50 lbs.
- 3 i. Ability to carry 50 lbs.
- 4 j. Ability to reach in all directions.

HAZARDS:

Adverse weather conditions.

Heat and fumes from gas powered grills.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.