

FOOD SERVICES ASSISTANT, LEAD

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, manager, or supervisor, performs a wide variety of routine to responsible duties related to the day-to-day dining services workflow; provides lead responsibilities in the preparation, cooking, and packaging of daily meals; follows all established policies, procedures, and standards of quality for the presentation of healthy and appetizing foods and ensures compliance to established guidelines; assists with ordering food items; special event catering, and maintaining a clean and orderly facility. May be required to work early morning, afternoon, and/or evening shifts.

DISTINGUISHING CHARACTERISTICS: The Food Services Assistant, Lead is the lead classification within the Food Services Assistant series and performs more complex and responsible duties; provides lead direction to Food Services Assistants to ensure the needs of dining services is met within the established guidelines as defined by the supervisor or manager.

The Food Services Assistant within the series performs assigned responsibilities under general supervision and established guidelines as defined by the supervisor or manager.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Assists supervisor with the day-to-day operations and workflow of the dining services department. *
2. Provides work direction, oversight, preparation, and cooking of menu items, including special requests, breads, and desserts. *
3. Assists with taking, updating, and maintaining dining services inventory supply; provides input and feedback to supervisor related to weekly ordering of products and supplies for dining services and kitchen operation; may contact known and established vendors and/or suppliers, when required. *
4. Assist with the planning and preparation of special events and catered functions; works with supervisor to lead the set-up, breakdown, and food delivery on campus and offsite in accordance with contracted terms. *
5. Tracks, monitors, and maintains the kitchen and dining services supplies. *
6. Ensures the kitchen, dining, and serving areas are clean and orderly; washes and sanitizes kitchen utensils and equipment according to Safe Serv guidelines. *
7. Operates meat slicers, ovens, stoves, grills, and beverage fountains; utilizes a wide variety of kitchen utensils, appliances, and equipment; follows all established safety policies, procedures, and guidelines. *

8. Assists with the implementation and maintenance of the Migrant Education Food Program, including menu preparation, cooking, and serving food to qualified participants.*
9. Assists with determining food prices for standard menu items, catering, and/or special events. *
10. Practices safe cash handling procedures and assists with the distribution of cash drawers to dining services staff, as needed. *
11. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
12. Provides work direction and/or guidance to lower-level classified staff, student assistants, student workers, and/or short-term, temporary staff. *
13. May assist with cash drawer reconciliation and deposits, as needed.*
14. May perform minor and routine utility, building maintenance, and custodial duties, as needed.
15. May assist the supervisor with training new staff, student workers, student assistants, and short-term, temporary staff.
16. May perform some duties of the supervisor in his/her absence, when necessary.
17. May attend meetings, conferences, and workshops in pursuit of professional development or the interest of the dining services department, as requested.
18. May serve on a variety of District committees as requested.
19. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- High School Graduate or General Educational Development (GED); **AND**
- Four (4) years of directly related experience in a food service environment.
- Or, any combination of education and experience which would provide the required qualifications for the position.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Possession of or ability to obtain a Serv Safe Certification.
- Required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- Required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Two (2) years of lead experience in a food service environment.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Proper use and care of kitchen, cafeteria, or kiosks food serving utensils and equipment.
- Basic methods of quality food preparation.

- Proper food storage methods and procedures.
- Basic cleaning and sanitation methods and procedures related to food service operations.
- Learn and effectively apply proper sanitation and safety requirements associated with food preparation and serving operations.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- The appropriate care and use of standard cafeteria appliances and Type A meal planning.
- Kitchen sanitation and applicable safety precautions in performing food service work.
- Large quantity meal planning.
- Computer usage for inventory, ordering, utilizing software for position functions and for accessing email and District announcements.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.
- Integrate local, state, and federal laws and regulations.
- Prepare and cook foods served in large quantities.
- Present attractive and properly proportioned foods.
- Apply kitchen sanitation and appropriate safety precautions.
- Compute food quantities required by menus.
- Monitor the work of others in a lead capacity.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Perform a variety of food preparation and cleaning tasks.
- Learn to operate assigned food service appliances and equipment in a safe and effective manner.
- Assist in the preparation, serving, and packaging of food items.
- Prepare a variety of entrees, salads, desserts, and other food items.
- Accurately make change and perform routine mathematical calculations using basic addition, subtraction, multiplication, and division.
- Provide friendly and professional customer service.
- Provide effective leadership and demonstrate work activities to lower classified Food Service Assistant and student employees.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.

- Demonstrate clear evidence of sensitivity to, and the understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
- Read and write at the level necessary for successful job performance.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary staff.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives. The incumbent may provide work direction to student workers and/or short-term, temporary employees.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands:**

While performing the duties of this classification, the incumbent is regularly required to withstand a normal work day which is typically filled with physical activity and exertion, including but not limited to stand and walk for extended periods of time; stoop and turn to lift items from floor level; push and pull wheeled carts requiring up to 50 pounds of exerted force; ; frequently lift and carry low weight items (5 to 25 lbs.); occasional lifting and carrying of moderate weight objects (26 to 50 lbs.); occasional moving of objects of moderate to heavy weight (50+ lbs.), such as boxes, various inventory items, and stacks of China.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college

faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class; noise from kitchen equipment; a normal workday which is typically filled with physical activity and exertion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Working Conditions**

Work is performed in an area that may not have heating or air conditioning throughout a normal workday; work with a variety of customers from students, management, staff, faculty, and the public; frequent movement of moderate to heavy weight; extended periods of time spent standing or walking; exposure to strong and/or toxic cleaning agents, extreme cold and/or heat, and dangerous utensils/equipment. May be required to work early mornings, afternoons, evenings and/ or weekend hours depending on the needs of the department.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.