

FOOD SERVICES ASSISTANT

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, prepares and cooks daily meals, following all established policies, procedures and standards of quality for the presentation of healthy, appetizing foods. Performs catering duties as required; maintains a clean and orderly facility; operates and delivers foods to satellite locations; operates cash register. May be required to work early morning, afternoon and/or evening shifts.

DISTINGUISHING CHARACTERISTICS: This is the journey level class in the Food Service Assistant series. Positions in this class perform the full range of duties under general supervision and may be assigned specialized or more complex assignments requiring advanced skill. All positions assigned to the class work independently, exercising judgment and initiative within general guidelines in performing the full range of duties assigned to this classification.

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. Prepares and cooks daily all menu items, including bread and desserts. *
2. Prepares, sets up and maintains salad bars, soup and potato bars, sandwich displays, etc.*
3. Prepares and cooks for special catered functions; serves food at athletic and other special events. May travel off campus to cater various functions. *
4. Prepares and delivers food to various campus locations; operates snack bars and vending carts at various locations as required. *
5. Operates meat slicers, ovens, stoves, grills, beverage fountains, and other kitchen appliances, and utilizes various kitchen utensils, following all established safety procedures. *
6. Maintains clean and orderly kitchen and serving areas; clears and cleans dining tables; washes utensils used; removes trash and operates trash compactor. *
7. Performs cashier duties. *
8. Provides leadership and work direction to Food Service Assistant I's and student workers as required. *
9. Monitors inventory of stock and helps order supplies in area of responsibility; receives and stocks food items and supplies. *
10. Operates a computer to perform basic data entry, access email and District announcements, etc.*
11. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
12. Launders aprons, towels and other linens as required. *
13. May perform utility, building maintenance, and custodian duties.
14. May assist the Food Service Manager in training new employees.

15. May serve on a variety of District committees as requested.
16. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- High School Graduate or General Education Development (GED); **AND**
- Two (2) years of experience closely related to the duties and responsibilities of this position.
- Or, any combination of education and experience which would provide the required qualifications for the position.

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

- Required to hold and maintain a valid driver license **if and when** travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Three (3) years of directly related work experience.

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.
- Mobile devices and applications utilized by the District and/or college.
- Kitchen sanitation and applicable safety precautions in performing food service work.
- Appropriate care and use of standard cafeteria appliances.
- Type A meal planning.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, punctuation, and vocabulary.
- Basic mathematic calculations.
- Modern office practices and procedures including technical report writing techniques, related to the scope of the assignment.
- 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.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.

- Integrate local, state, and federal laws and regulations.
- Read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.
- Prepare and cook foods served in large quantities.
- Present attractive and properly proportioned foods.
- Apply kitchen sanitation and safety precautions.
- Compute food quantities required by menus.
- Provide friendly and professional customer service.
- Provide effective leadership and demonstrate work activities to student employees, student workers, and short-term, temporary staff.
- Work effectively as part of a team.
- Utilize keyboarding skills commensurate with the required functions of the position.
- Demonstrate clear evidence of and sensitivity to 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.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- 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 student workers, student assistants, and/or short-term, temporary employees.

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.

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 sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

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.