



Date Adopted:	10/4/11
Range:	7
Classified:	CSEA

## Job Description

## NUTRITION SERVICES CATERING ASSISTANT

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### **BASIC FUNCTION**

Under supervision, perform catering activities including large quantity cooking, baking, salad preparation, over-the-counter sales and food presentation; assist in event set up and teardown, service and transport.

### **MAJOR DUTIES AND RESPONSIBILITIES** (may include, but not limited to the following)

- Prepare (ex: wash, chop, slice, mix, grate), assemble, cook and bake a variety of food items, including cakes, cookies, breads, rolls, vegetables, entrees, side dishes and sandwiches.
- Adhere to pre-determined menus and standardized recipes.
- Review recipes and menus, estimate needed ingredients and the time required for the preparation.
- Assist in receiving, inspecting, inventory control, storage, preparation and transport of foodstuffs, supplies and materials.
- Maintain the food service facility in a clean, safe and sanitary condition.
- Ensure that all food is handled properly and safely.
- Serve and sell food items to students, staff and the public; perform cashiering duties; receive cash and make change.
- Present, display and market food in an attractive manner.
- Operate kitchen equipment including mixer, slicer, dishwasher, warmer, ovens and other commercial equipment.
- Clean and sanitize dishes, trays, pots, pans, utensils, grills and other kitchen equipment.
- Set up and breakdown food preparation lines and serving areas; ensure proper stock levels are maintained at serving tables.
- Ensure proper food item portions are prepared and distributed.
- Review, inspect and taste foods to determine quality, appearance and edibility.
- Maintain records (ex: temperature logs, transport records, etc.).
- May assist in the training of nutrition service personnel and student assistants.
- Other related work as required.

### **QUALIFICATIONS**

#### ***Knowledge of:***

1. Principles, practices, procedures and methods of food safety (i.e. sanitation, storage, handling and temperature monitoring) and serving food in large quantities.
2. Safety practices and procedures.
3. Commercial kitchen appliances, equipment and utensils.

4. Basic mathematics pertaining to recipe conversions, measurements and inventory.
5. Basic record-keeping, money handling, cashiering and banking procedures.
6. Modern office equipment, including computers and applicable software.

**Ability to:**

1. Adhere to large quantity food production and preparation standards.
2. Understand and carry out oral and written directions including complex, standardized recipes.
3. Establish and maintain cooperative and effective working relationships.
4. Meet schedules and time lines.
5. Serve food to staff and public according to established guidelines.
6. Maintain nutrition service equipment and facilities in a clean and sanitary condition.
7. Operate commercial kitchen equipment, appliances and utensils in a safe and efficient manner.
8. Perform mathematical calculations with speed and accuracy; collect money and make change.
9. Operate a cash register, computer and related software (i.e. point of sale).
10. Learn and follow health and sanitation requirements.
11. Communicate both orally and in writing in a clear and concise manner.
12. Apply policies and procedures related to the assigned duties and responsibilities of the position.

**EXPERIENCE**

One (1) year of experience in quantity food service preparation and food service facility maintenance in a commercial, institutional or school food service facility is required. Catering experience is desirable.

**EDUCATION**

High school diploma or equivalent is required. Training or coursework in menu planning, quantity food preparation methods and procedures is preferred.

**LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED**

Successful completion of the District's basic skills test. Possession of a valid California Driver's License and proof of insurance are required. Food Safety Certification is required. Successful completion of the Employee Entrance Evaluation.

**WORKING CONDITIONS*****Environment:***

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will be in indoor/outdoor kitchen and cafeteria environments, including catering venues.

***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to:

- Lift, carry, push and/or pull items with a strength factor of heavy work.
- Physical agility to lift and carry up to 50 pounds at waist height.

Hear and speak to exchange information in person and on the telephone.

See to read a variety of materials.

Possess dexterity of hands and fingers to operate equipment.

Stand and walk.

Bend at the waist, kneel or crouch.

Sit or stand for extended periods of time.

Climb a step stool/ladder and reach horizontally and above shoulders.

***Hazards:***

Working with utensils and equipment normal to a commercial kitchen environment, including electrical and gas-fueled equipment, ovens and chemicals used for cleaning. Exposure to noise, hot food items and heated equipment, knives and slicers, cold from walk-in refrigerators and freezers and confining work areas.