

Food Service Support Specialist

Purpose

The job of Food Service Support Specialist was established for the purpose/s of providing utility support for the Food Services department where needed as a warehouse worker, delivery driver, cook, cafeteria worker and/or cafeteria cashier.

This job is distinguished from similar jobs by the following characteristics: incumbents in this class must possess the skills to perform duties of a variety of positions and have the ability to work with a variety of people at multiple sites.

This job reports to Director of Food Services or designee

Essential Functions

- Arranges food and beverage items (e.g. placing in steam tables, a la carte trays, filing racks, mobile carts, etc.) for the purpose of making items available to students and staff.
- Assists other personnel for the purpose of supporting them in the completion of their work functions.
- Collects payments for food items from students and staff for the purpose of completing transactions and/or securing funds for reimbursement of costs.
- Conducts physical inventories for the purpose of verifying stock and identifying losses or needs.
- Cooks food identified in pre-planned menus for the purpose of meeting mandated nutritional requirements and/or projected meal requirements.
- Drives vehicles (e.g. delivery trucks, forklifts, etc.) for the purpose of transporting orders/materials to sites.
- Inspects food items, work areas etc. for the purpose of ensuring personal hygiene and food temperatures are followed to prevent contamination and/or foodborne illnesses.
- Loads and unloads delivery vehicles for the purpose of ensuring all items and supplies are properly secured and/or delivered.
- Maintains and cleans central kitchen and warehouse facilities (e.g. equipment, serving areas, storage, utensils, etc.) for the purpose of keeping facilities in orderly, clean and safe condition.
- Prepares a variety of lunchroom-related reports (e.g. daily/monthly meal revenue, bank deposits, meal counts, cash receipts, etc.) for the purpose of providing written support and/or conveying information.
- Prepares orders by pulling from stock for the purpose of meeting delivery requirements.
- Processes a variety of data (e.g. free and reduced lunch meal status, pre-funded payments, eligibility categories, credit accounts, daily sales transactions, etc.) for the purpose of providing written support and maintaining accurate account balances.
- Receives stock and non-stock items for the purpose of ensuring specifications, quantity and quality of orders are correct and/or inspecting items for damage.
- Reconciles cash and cash receipts to meal counts for the purpose of maintaining accurate account balances and complying with related practices, policies and/or regulations.
- Responds to inquiries from students, parents/guardians, staff for the purpose of providing information and/or direction regarding the cost of meals, food items and account balances etc.
- Serves and monitors food and beverage items for the purpose of meeting mandated nutritional requirements and/or requests of students and staff.
- Uses proper body mechanics and cleaning procedures for the purpose of preventing accidental injuries to self or others.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific-skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in food services/warehouse; operating standard office equipment; performing standard bookkeeping; preparing and maintaining accurate records; using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; common office machines; concepts of grammar and punctuation; health standards and hazards; methods of industrial cleaning; quantity cooking; safety practices

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with diverse individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; displaying tact and courtesy; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling frequent climbing and balancing significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment. .

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Pre-employment medical examination/physical capacities test

Certificates and Licenses

Food Handlers/SafeServ Certificate
Valid Driver's License/Evidence of Insurability

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance
Valid Forklift Operators Certificate

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 28