

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Food Service Worker

Unit: Food Service

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Job Code: K2100
Original Date: 03/1997
Last Revision: 10/2015
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 1

DEFINITION

All Food Service staff are responsible for maintaining effective customer service levels and contributing to the ongoing profitability of ENTERPRISE GROUP operations. Under the direction of a Supervisor, Lead Food Service Worker, or Senior Food Service Worker, perform routine duties of an assigned food service concept or satellite operation, or other ENTERPRISE GROUP food operation; maintain food service facilities in a clean and sanitary condition; may perform cashier, production or clerical duties.

DISTINGUISHING CHARACTERISTICS

The Food Service Worker classification performs basic and routine cashiering, food preparation, serving, and routine facility cleaning and maintenance. may involve some basic direction of others such as students, hourly workers, or new food service personnel in an assigned area. This is an entry level position from which internal promotion to the next high levels is expected. The Senior Food Service Worker is accountable for a major department within a kitchen operation, snack bar operations, convenience store, concession stand or other ENTERPRISE GROUP food enterprise and is assigned as a skilled cook and performs the most difficult duties required of the department or area.

EXAMPLE OF DUTIES

1. Open, operate, and close cash registers, make change, process credit card and e-card transactions, count out cash drawers at the end of a shift and balance cash and charge tickets for the drawer.
2. Follow and maintain ENTERPRISE GROUP cash handling procedures as directed by the ENTERPRISE GROUP Revenue Control Assistant/Accounting Technician and Food Service Supervisor.
3. Operate a computer and make simple entries using Excel base worksheets.
4. Participate in training sessions, opportunities and professional development classes and/or exercises that prepare the Food Service Worker for internal promotion to the next level.
5. Perform basic food preparation service, cleaning and equipment maintenance in the following areas: all hot and cold food concepts, Espresso stations, C-stores and/or other satellite operations for the purpose of maintaining and enhancing Food Service operations.
6. Stock and restock throughout the service day all Grab & Go display cases the beverage coolers, C-store shelves or any other food display unit to ensure product availability.
7. Assist in the preparation, set-up and delivery and pick-up of catering functions.
8. Ensure that hot foods are kept hot and that cold foods are kept cold.
9. Take physical inventories of a station, food concept or satellite. May be asked to assist in entering physical counts into electronic inventory system.
10. May provide minimum, basic work direction, instruction, or training for students, hourly employees, and other food service employees as assigned.

11. Notify Food Service Supervisor of operational needs such as low stocks on foods, paper or other supplies, and equipment needing repair or problems with the physical plant plan or potential/possible rodent/pest infestations.
12. Maintain safety and sanitation of all food service areas including, but not limited to the appropriate cleaning and storage of food and equipment, maintenance of temperatures to prevent food borne illnesses, cleanliness of serving, dining and satellite areas, awareness of possible pest/rodent infestations.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Care and use of standard kitchen appliances, equipment and utensils.
- Cash handling and basic cash control.
- Cash register operation.
- Computer literacy
- English usage, grammar, spelling and vocabulary.
- How to take physical inventory.
- Methods of cleaning and maintaining food service area.
- Principles and methods of quantity food preparation, serving and storage.
- Skills for effective communication.

Skills and Abilities:

- Ability to perform computer functions including e-mail, basic Word and Excel entries.
- Communicate effectively.
- Make simple arithmetic calculations.
- Operate cash registers and adding machines.
- Operate large and small kitchen equipment.
- Prepare and/or serve customer orders quickly and accurately.
- Take customer food orders in quick and accurate manner.
- Understand and follow oral and written directions.
- Work cooperatively with others.

License:

- Must have valid Food Handler's card within 30 days of hire.

Training and Experience:

- Any combination of training and experience equivalent to: completion of six units of courses related to food service quality, quantity, sanitation and portion control or 3 months of increasingly responsible experience in the preparation of and serving food.

WORKING CONDITIONS

Physical Requirements:

- Category II

Environment:

- Moderate extremes with some exposure to less desirable conditions.