

San Diego Community College District

NANC JOB DESCRIPTION

Title: Food Service Assistant

Unit: Non-Academic/Non-Classified Service

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Job Code: N1330

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of a Supervisor, Lead Food Service Worker, or Senior Food Service Worker, perform routine duties of an assigned area of food service operation; maintain food service facilities in a clean and sanitary condition; may perform cashier and clerical duties.

DESIRABLE QUALIFICATIONS:

Level I-Ability to read, write, and communicate with a wide range of people; understand and follow oral and written directions; work cooperatively with others; and meet the public with courtesy and tact.

Level II-Ability to demonstrate an acceptable level of knowledge and competency with regard to menu items, portion sizes, and/or cashiering policies and procedures; read, write, and communicate with a wide range of people; understand and follow oral and written directions; work cooperatively with others; and meet the public with courtesy and tact.

Level III-Knowledge of food handling procedures, safety and sanitation practices, and standard kitchen equipment. Ability to quickly learn menu items and portion sizes; read, write, and communicate with a wide range of people; understand and follow oral and written directions; work cooperatively with others; and meet the public with courtesy and tact.

Level IV-Knowledge of food handling procedures, safety and sanitation practices, and standard kitchen equipment. Ability to operate kitchen equipment; prepare food; understand the menu, menu items, and components needed to produce the menu; work independently without constant or direct supervision; read, write, and communicate with a wide range of people; understand and follow oral and written directions; work cooperatively with others; and meet the public with courtesy and tact.

All food handlers are required by San Diego County Code to possess either a valid food handler card issued by a county-authorized food handler training school or a County of San Diego food handler test administered by the current food safety manager who has passed a state-approved food safety certification exam.

TYPICAL DUTIES INCLUDE:

- Perform basic food preparation service; operate kitchen equipment.
- Perform cleaning duties to keep equipment and facilities sanitary.
- Assist in the preparation, set-up, and delivery and pick-up of catering functions.
- Ensure that hot foods are kept hot and that cold foods are kept cold.
- Take physical inventories of food stations or satellites; stock and restock food stations.
- Maintain safe and sanitary conditions of food service operations.
- Communicate with customers regarding orders, comments, and complaints.
- Accept payment from customers and make change as necessary.
- Balance receipts and payments in cash registers.