

STANISLAUS COUNTY OFFICE OF EDUCATION

FOOD SERVICES ASSISTANT - OES

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CLASS TITLE: Food Services Assistant - OES

BASIC FUNCTION:

Under direction of the Food Service Supervisor, works independently and collaboratively in the preparation and serving of industrial quantities of foods; assist in maintaining food service facilities and equipment in a clean and sanitary condition.

REPRESENTATIVE DUTIES:

Prep of institutional quantities of food items for establishes menus such as baked good, meat dishes, main dishes, salads, soups, sandwiches, snack items.

Baking, cooking and serving of food; wash, cut, slice, grate, mix and assemble food items and ingredients.

Seal, label and store prepped and cooked food according to established procedures from Health Department, California Department of Education, United States Department of Agriculture

Heat, portion and serve food according to established procedures with in state and federal guidelines assigned by USDA, CDE; ensure proper documentation as required.

Identity, communicate, educate, review specific special diet needs of all participants each week, adjusting to variations in numbers of participants and needs both daily and weekly. Prepare special meals as required (for example: food allergies, dietary restrictions, religious observances, etc....)

Maintain a sanitary and orderly kitchen according to Health Department, CDE, USDA demands. Including but not limited to: Clean and sanitize food preparation, dishware, cooking utensils, storage areas, areas adjacent to kitchen, food containers and other food service equipment.

Sort industrial food waste compost, recycling, trash. Communicates with facilities staff to ensure that recycling, dumpster area are clean, functional and safe. according to Environmental Health Department Standards, and site needs in rural setting.

Operate dishwashers and wash plates, utensils, and other serving equipment.

Stock and rotate food items and supplies.

Communicate regarding supplies including variations in supplier substitutions and effects on special diets.

Conduct periodic inventories as assigned.

Operate and clean food service equipment and kitchen appliances, such as dishwashers, electric slicers, mixers, ovens, flattop grills, warmer, barbeque.

Directly train, guide students and all participants in dish room and dining hall procedures as needed.

Clean and sanitize student eating areas; including tables, chairs, dishes, dishware, and other cooking supplies.

Ensure all participants are served regardless of all environmental conditions, e.g. no power, no water, inclement weather.

Open, closing, securing of site gates, doors.

Drive vehicles to deliver and procure supplies and materials as needed.

Maintains coffee bar, salad bar, satellite kitchen on site as needed.

Caters meals for onsite and offsite events as needed, including providing, stocking and restocking coffee and snacks.

Adhere to and respond to emergency and safety procedures during all times.

Perform related duties as assigned.

KNOWLEDGE OF:

Standard kitchen utensils and equipment. Proper lifting techniques.

Basic inventory methods.

Interpersonal skills using tact, patience and courtesy.

Sanitation and safety practices related to handling, cooking, baking, storing and serving food.

Oral and written communication skills

ABILITY TO:

Learn methods and procedures for preparing, cooking and serving food in large quantities. Learn and follow health and sanitation practices related to the cooking and serving of food. Learn proper methods of storing and rotating food.

Wash, cut, slice, grate, mix and assemble food items and ingredients.

Operate standard kitchen equipment safely and efficiently.

Maintain food service equipment and areas in clean and sanitary condition.

Understand and follow oral and written directions.

Work cooperatively with others.

Manage multiple tasks simultaneously with constant interruption while achieving established schedules and timelines.

EDUCATION & EXPERIENCE:

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSE & OTHER REQUIREMENTS:

Holding or obtaining a California approved and accredited food safety certificate is required.

California Driver's License.

Insurability by the County Office of Education liability insurance carrier.

ENVIRONMENT:

Indoor Outdoor kitchen environment.

Subject to heat from ovens and cold from walk-in refrigerators and freezers.

PHYSICAL DEMANDS:

Standing and walking for extended periods of time.

Lifting, carrying, pushing or pulling light-medium weighted objects. Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above shoulders and horizontally to reach supplies. Bending at the waist, kneeling or crouching.

Hearing and speaking to exchange information. Seeing to monitor food quality and quantity.

HAZARDS:

Heat from equipment and environment.

Exposure to very hot foods, equipment and metal objects

Working with knives slicers and other sharp objects and pinching hazards

Exposure to cleaning fumes and chemicals

APPROVAL DATES:

July 10, 2024

FTE: 1.0

UNIT: CSEA

SALARY: CSEA Classified Salary Schedule

RANGE: 7

WORKDAYS: 195