



**Classification Summary**

Perform semi-skilled work in the preparation of meals which may include cooking tasks of limited complexity. Maintain sanitation standards and perform other related work as required.

**Supervisory Relationships**

Reports to a Food Services Coordinator or assistant coordinator and may receive technical instructions from a higher level food service worker. May oversee the work of Food Service Assistant I, temporaries, and student helpers.

**Distinguishing Characteristics**

1. Positions in this classification perform a variety of unskilled and semi-skilled food service work. This classification is distinguished from the Food Service Assistant I classification by the normal assignment for preparing various meal components including minor cooking and baking tasks from a daily menu and using commercial equipment.
2. This classification is distinguished from higher level food service classifications by the lack of responsibility for specialized cooking and/or baking such as entrees, bread and desserts which are typical duties of a Cook or Baker classified as Food Service Technician. It is further delineated from the Food Service Technician classification by the lack of administrative responsibilities including purchasing, record keeping, and other duties associated with the assistant coordinator.

**Examples of Duties**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks found in positions of this classification.)

1. Perform all the duties of the Food Services Assistant classification, including working in snack bar, serving meals, and maintaining sanitation standards.
2. Measure and assemble ingredients and otherwise assist in preparing meal components for baking and cooking. Under instructions, cook or bake meal components, desserts, and bread.
3. Oversee the activities of lower level Food service workers and provide simple technical instructions.
4. Assist in maintaining food production in accordance with established timelines.

**Required Knowledge, Skills and Abilities**

1. Some knowledge of institutional food service and commercial cooking equipment.
2. Knowledge of safety and sanitation standards associated with food service and preparation.
3. Ability to read and follow recipes. Ability to read and follow technical instructions of limited complexity.
4. Familiarity with the USDA Child Nutrition Program guidelines.
5. Ability to perform and comprehend arithmetic computations for use in calculating volume food preparation and planned servings.
6. Ability to work harmoniously with staff, students, administrators and others.
7. Good physical condition to perform lifting (up to 50 pounds) and storage of food and supply inventories.

**Minimum Qualifications for Class Entry**

One year of experience in institutional food service in a fairly large agency or organization. Possession of a State Food Handlers' Certificate.

**Work Environment**

Work is performed in a kitchen and cafeteria environment which includes heating and cooking equipment such as ovens and burners. Work also requires lifting of food items up to 50 pounds, storing of such items in freezers, and requires prolonged standing and walking.