

## **Goleta Union School District**

### **Assistant to the Food Service Director**

#### ***Basic Function***

Under the direction of the Food Service Director, organize, lead and participate in the food service operation at the District's central kitchen; prepare and maintain a variety of food production and related reports; train, assign and provide work direction to assigned personnel.

#### ***Representative Duties***

Organize, lead and participate in the food service operation at the District's central kitchen; assure the preparation, serving and storage of breakfast, lunch and snack foods for the entire school/summer school year is conducted in accordance with established guidelines and procedures. E

Oversee and participate in food production activities; participate in the preparation of all foods; assure compliance with serving size requirements and safe food handling practices. E

Train and provide work direction to central kitchen and food service staff; prepare work schedules and assign duties for assigned personnel; provide input to performance evaluations, discipline and other related matters as directed by the Food Service Director. E

Assure proper cleanliness and maintenance of equipment and supplies used in the central kitchen; assure compliance with safety and sanitation regulations. E

Prepare and maintain a variety of reports and records including daily food production and food transport sheets, standardized recipes, food order guides, meal counts, menu participation, sack lunch orders, food delivery invoices and billings for snacks or other catered events. E

Operate all kitchen equipment safely and train kitchen staff on equipment use as needed. E

Work as back-up food delivery truck driver as needed. E

Organize and participate in the timely loading of delivery trucks. E

Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify and accept delivery of food and supplies; utilize proper methods of storing foods; test new food products and equipment as necessary. E

Attend meetings related to food service operations and activities; conduct safety and sanitation inspections and in-services as assigned.

Serve as Food Service Director in the absence of the supervisor.

Properly distribute food samplings at school cafeterias or classrooms to introduce new fruits/vegetables or menu items. Assist Food Service Director with presenting healthy food lessons and/or healthy cooking classes as directed.

#### ***Knowledge and Abilities***

##### *Knowledge of:*

Operation of a central kitchen and safe use of all kitchen equipment.

Principles and methods of quantity food production, service preparation, serving and storage.

National School Breakfast and Lunch Program requirements.

Standard kitchen equipment, utensils and measurements.

Methods of computing food quantities required by weekly or monthly menus using District's computerized programs.

Sanitation and safety practices related to preparing, serving and storing food.

## **Assistant to the Food Service Director**

Record-keeping techniques including basic math.

Principles of training and directing the work of food service workers.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment.

PC Computer proficiency with Microsoft Office Suite to include knowledge and ability to use Excel.

Must be able to use computer daily to adjust recipes, update daily food production and food transport records, create signs and notices for school cafeterias, and check daily meal counts.

Must be able to input orders received and food items taken out of inventory for daily use to maintain the District's computerized perpetual inventory system.

### *Ability to:*

Plan, organize and oversee food service operations at the District central kitchen.

Estimate and adjust food quantities and requisition proper amounts for economical food service.

Operate standard cafeteria equipment and appliances.

Drive District food transport trucks.

Train and provide work direction to others.

Maintain records and prepare reports.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Work independently with little direction.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Learn Point of Sale system, menu planning and inventory control computerized systems.

Become proficient in the District Point of Sale system

Become proficient in the District Point of Sale Manager Program

Troubleshoot Point of Sale cashier problems daily.

Any combination equivalent to: graduation from high school supplemented by college-level course work in nutrition, quantity food preparation and menu planning and three years increasingly responsible experience in quantity food preparation.

### ***Licenses and Other Requirements***

Safe Serve Certification

Knowledge of California Retail Food Code

Valid Class C drivers license

### ***Working Conditions***

#### *Environment*

Food service environment.

Subject to heat from ovens, hot water, steam, refrigerator and freezer temperatures.

#### *Physical Demands*

Lifting, carrying, pushing, or pulling moderately heavy objects.

## **Assistant to the Food Service Director**

Standing and walking for extended periods of time.

Dexterity of hands and fingers to operate kitchen equipment.

Carrying, pushing or pulling food trays, carts, materials and supplies.

Reaching overhead, above the shoulders and horizontally.

Stooping and bending at the waist.

*Hazards*

None