Food Service

Job Code	Job Title	Pay Grade
4505R1	Food Service Worker	12
4508R1	Food Service Supervisor Senior	19
4509R1	Food Service Manager	23

CONCEPT:
Preparing, cooking and serving of food for schools, universities, hospitals, cafeterias or other state facilities and in the cleaning and maintenance of the food service areas. Also maintains safety and security of supplies and equipment.

TASKS:

- Operates standard cooking equipment such as mixing machines, steam cookers, scales, toasters, food choppers, and a variety of ovens and stoves; cares for and makes minor adjustments to equipment.
- Assists in preparing and cooking meats, vegetables and other foodstuffs according to recipe and food service standards.
- Serves prepared meals, maintaining proper portion control.
- Receives, checks in and inventories foodstuffs and supplies according to requisition. Informs supervisor of inventory levels.
- Cleans and sanitizes work area and equipment in order to maintain kitchen and food service areas according to standard.
- Serves as a fry cook in a canteen or snack bar.
- Plans, assigns, reviews, trains, and evaluates the work of staff, students, inmates and/or clients in performing food service responsibilities.
- Inventories and maintains adequate supplies of food products to meet daily culinary needs, including special diets and other special food requests, and plans menus accordingly.
- Inspects food supplies, equipment, and work areas for conformance to safety and quality standards.
- Monitors and complies with Hazard Analysis and Critical Control Point (HACCP) and other food safety requirements in daily practice.
- Maintains quality assurance and inspection records and accreditation documentation.
- Assists with nutritional care plans.
- Develops controls to accomplish work within framework of established laws, policies, procedures and priorities.
- Determines schedules, sequences, and assignments for work activities, based on work priority and skill of personnel.
- Maintains and supports a positive and productive work environment.
- Initiates and recommends personnel actions, monitors employee work levels and reviews performance, addresses performance issues to correct job-skill deficiencies, conducts or arranges for staff training.
- Participates in the resolution of staff problems, complaints, or grievances.
- Coordinates operations and activities within or between departments.

LEVELS OF WORK

- Class Group consists of three classes.

Food Service Worker: This is work assisting in preparing and serving a variety of foods.
Minimum Requirements: None Required

Food Service Supervisor Senior: This is supervisory work in overseeing food preparation crew(s) engaged in the performance of preparing and cooking large quantities of food for institutions, such as schools, hospitals, or cafeterias.
Minimum Requirements: One year of experience in commercial/institutional cooking. Education may be substituted for experience as determined relevant by the agency.

Food Service Manager: This is managerial work in overseeing multiple food preparation crews engaged in the performance of preparing and cooking large quantities of food for institutions, such as schools, hospitals, or cafeterias.
Minimum Requirements: Two years of experience in commercial/institutional cooking, including one year of supervisory/leadership experience. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13