FOOD SERVICE ASSISTANT

DEFINITION
Under close supervision, assists in the preparation and service of food for the Senior Center Division.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assists in the preparation and service of food for the Senior Center Division;
- Cuts, chops, measures and prepares foods, food products and related items according to established recipes;
- Stores leftover food according to guidelines;
- Records internal cooking temperatures; serves meals in the dining room.
- Assists in the preparation, service, clean-up and maintenance of the kitchen and dining area;
- Cleans kitchen areas, equipment and dining room;
- Sweeps and mops dining and kitchen area floors; washes cookware, utensils and machinery;
- Follows safe food handling procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge of safe food handling guidelines and procedures, temperatures for food and food storage and quality customer service techniques and concepts;
- Skilled in assisting in the preparation and service of food, following oral and written instructions and in establishing and maintaining effective working relationships.
- Ability to work independently and in a team environment, following established rules and regulation and be cooperative and flexible when dealing with the public and staff.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in a kitchen environment. Work may require frequent standing, walking, bending and lifting up to 20 pounds. May be exposed to repetitive motion, sharp objects or utensils, hazardous chemicals and infectious diseases.

QUALIFICATIONS
A high school diploma or equivalent and a Food Handlers Certification AND three (3) months experience in large quantity food preparation and service; OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid Food Handler's Certificate.