

	<p style="text-align: center;">Food Service Foreperson</p> <p style="text-align: center;">Previously (Senior Food Service Assistant II)</p>	<p style="text-align: center;">Classified Position</p> <p>Initial Date: February 24, 2006 Board Approval: January 31, 2012 Revision Date: January 31, 2012 Personnel Commission: April 25, 2012 Range: 44 Reports to Supervisor of Student Nutrition</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Student Nutrition Supervisor, coordinate, oversee and participate in food service operations and activities at an assigned production kitchen including the preparation, serving, distribution, delivery, packaging and selling of food items to meet student and staff needs; oversee and participate in production kitchen inventory, warehouse and sanitation functions; train and provide work direction and guidance to assigned personnel. This job class requires the ability to work independently and to oversee staff as well as working effectively with the population served.

REPRESENTATIVE DUTIES:

- Coordinate, oversee and participate in production kitchen operations and activities. Assure related activities comply with established policies and procedures
- Determine appropriate quantity of food items for preparation
- Train and provide work direction and guidance to assigned personnel and provide input concerning employee evaluations as requested
- Lead and participate in activities to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure compliance with established health, safety and sanitary standards and regulations
- Monitor inventory levels of food items and service supplies; conduct meal counts; estimate, order and assure adequate inventory levels of food items and supplies; receive and verify accuracy of food and supply deliveries; assure proper storage and rotation of food items
- Oversee and participate in food service cashiering activities; verify accuracy of receipts and transactions; prepare or assist in preparation and delivery of daily bank deposits; maintain and update student accounts
- Assist and maintain a variety of records related to food service assigned activities; process meal applications as assigned
- Operate standard food service equipment
- Lock and unlock facility doors as required; turn on and off lights, ovens, warmers and other kitchen equipment
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Ability to coordinate, oversee and participate in food service operations and activities at an assigned production kitchen including the preparation, serving, distribution, delivery, packaging and selling of food items to meet student and staff needs
- Oversee and participate in production kitchen inventory, warehouse and sanitation functions.
- Knowledge of inventory practices and procedures
- Knowledge of quality and portion control techniques
- Ability to receive, store, verify and rotate food supplies according to established procedures.
- Follow and assure compliance with health and sanitation requirements
- Ability to train and provide work direction and guidance to assigned personnel
- Ability to communicate effectively both orally and in writing
- Ability to work independently with little direction and meet schedules and time lines
- Interpersonal skills using tact, patience and courtesy and the ability to maintain effective working relationships
- Ability to operate a computer and assigned software
- Knowledge of record-keeping and report preparation techniques
- Knowledge of mathematic calculations and cashiering skills
- Knowledge of safety practices and proper lifting techniques

- Ability to compile information and prepare and maintain a variety of records, reports and files

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- Two years increasingly responsible experience in quantity food preparation including work with inventory and cashiering functions required
- Completion of courses in sanitation, safety, and nutrition is desirable

LICENSES AND OTHER REQUIREMENTS:

- Valid Serv Safe Certificate
- Requires a valid California driver's license
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Food service environment subject to heat from ovens and cold from freezers
- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes
- Work surface: Work done primarily on concrete floors

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position
- Dexterity of hands and fingers to operate food service equipment
- Reaching overhead, above shoulders and horizontally
- Bending at the waist, kneeling or crouching
- Seeing to monitor food quality and quantity
- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, loading and unloading of foodstuffs (25-50 pounds)
- Moderate stress level
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HAZARDS:

- Cold from freezers
- Exposure to very hot foods, equipment, and metal objects
- Working around knives, slicers or other sharp objects
- Exposure to cleaning chemicals and fumes

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. . Individuals must maintain a professional attitude and appearance.