

FOOD SERVICE ASSISTANT IV - LEAD WORKER

DEFINITION

Under general supervision, to coordinate preparation and production of food items; to provide lead assistance and instruction to food service workers in one or more designated food service areas; to maintain food service areas, facilities and equipment in a clean and sanitary condition; and to do related work as required.

EXAMPLES OF DUTIES

Personally prepare and/or coordinate preparation and production of foods; provide lead assistance and instruction in food service methods and procedures to food service workers in one or more designated areas; inspect prepared foods for quality and attractiveness; may coordinate food production with transport schedules; properly store and rotate foods and supplies; estimate, requisition and store needed foods and supplies; take inventories of foods, supplies and equipment; prepare records; maintain food service areas, facilities and equipment in a clean and sanitary condition.

QUALIFICATIONS

Knowledge of

Preparation, serving and storage of food; methods and procedures for preparing food in large quantities; food preparation production methods; operation of standard food service equipment and appliances; basic weights and measures in food preparation; inventory record keeping, estimating and ordering procedures; basic food service sanitation; utilization and care of cooking or baking equipment; inventory and record keeping and ordering; computer operation.

Ability to

Provide lead assistance and instruction to food service workers in one or more designated food service areas; interpret, develop and standardize recipes; establish and adhere to a food preparation schedule; accurately estimate food ingredient needs and supplies; lift and transport quantities of food or ingredients; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; utilize computer.

Experience

Two years of experience in institutional food preparation which has provided the applicant with the knowledge and abilities listed above.

Education

Completion of the twelfth grade.

Physical Performance Requirements

Frequent lifting and maneuvering of up to 25 to 50 pounds, with occasional lifting and maneuvering of up to 75 pounds with assistance. Frequent standing or waling much of the time with twisting, bending, stooping, squatting also required.

Licenses

Possession of a valid and appropriate California Driver's License, if required; Food Handler's Certificate, if required.

Board Approved: June 28, 1978

Revised: June 7, 1990

Revised: June 11, 1991

Revised: February 10, 1998 effective March 1, 1998

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