

## NATURE OF WORK

This is food service work with responsibility for preparing and supervising the entire meal production and service for a senior center cafeteria.

Work involves responsibility for preparing various foods including meats, potatoes, pastas, and vegetables as well as salads, desserts and other bakery items according to appropriate recipes. Work may also include assembling hot and/or cold food delivery containers for decentral service. General supervision is received from an administrative superior with work being reviewed through evaluations, conferences, and results achieved. Supervision is exercised over various food service workers.

## EXAMPLES OF WORK PERFORMED

Checks production assignments and plans work to ensure that menu items are ready on time, are of optimum nutritional value and are appetizing.

Locates and checks out foods/ingredients in correct amounts; prepares menu items by following standardized recipes; portions products for bulk or individual meal service as required; documents all production yields and any irregularities.

Cleans and maintains equipment as required.

Counts, portions, labels and packs prepared items in appropriate containers and assists in loading for delivery; heats/reheats food products as required.

Uncrates, inspects, washes, and pre-preps fruits and vegetables to ensure efficient food production.

Implements stock and rotation procedures so as to minimize loss.

Implements sanitation and safety procedures to ensure safety in food quality as well as working conditions.

Plans menu based on available food; prepares shopping list and shops for items needed.

Receives food donations from community sources; checks for freshness; stores food; uses appropriate handling before serving.

Performs related work as required.

## DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of large quantity food preparation and storage methods and techniques.

Knowledge of the operation, maintenance and cleaning of food service equipment.

Knowledge of health, sanitation, and safety practices involved in food production, service, and storage.

Some knowledge of normal nutrition and therapeutic diets in order to supervise correct portioning and service of food.

Ability to assign and organize work of subordinates and volunteers in food service to meet standards in food quality, service, and sanitation.

Ability to establish and maintain effective working relationships with co-workers, food service personnel, and clientele

Ability to communicate effectively both orally and in writing.

Ability to prepare large and varied quantities of food items using large quantity recipes.

Ability to perform heavy lifting.

Ability to perform routine mathematical calculations.

Ability to utilize problem solving skills in the accomplishment of job tasks and meeting deadlines in accordance with set priorities.

Skill in the operation of food preparation utensils and equipment.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by additional coursework in food service production plus experience in food preparation methods; and some experience in a supervisory capacity.

#### MINIMUM QUALIFICATIONS

Completion of junior high school or equivalent with experience in food preparation methods; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

#### NECESSARY SPECIAL REQUIREMENT

Employees in this class must obtain a Food Handler's Permit as issued by the Lincoln/Lancaster County Health Department within 30 days of appointment.

Approved by: \_\_\_\_\_  
Personnel Director

12/89

Revised: 10/04

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