

FOOD SERVICE SPECIALIST

DEFINITION

Under general supervision, performs specialized food service support duties including advanced menu planning, cooking, baking and catering support; helps coordinate food preparation for large scale catering activities; prepares complex menus and nutrition plans for child care and other specialized areas based on federal and state requirements; makes recommendations for new food offerings and/or process changes; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is advanced level class of the Food Service Support Series within the Yosemite Community College District (YCCD). Positions in this class perform specialized food service duties that may require advanced knowledge of volume food preparation, baking and menu planning/development.

This class can be distinguished from the lower-level class of Food Service Worker because that class is the journey level where incumbents perform the full range of journey level food service support duties but do not routinely perform the more complex food preparation and menu planning duties. This class can also be distinguished from the class of Food Service Lead Worker because incumbents in that class have formal lead worker duties.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the general supervision of a manager, working alone on routine or regular work assignments and checking with the supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

An incumbent in this class does not directly lead or supervise other full-time employees, but may assign, direct and/or monitor the work of subordinate full time, part time, and/or student employees on a project or assignment basis.

ESSENTIAL DUTIES:

- Performs the more difficult and advanced food service activities such as those pertaining to specialized and volume cooking, baking, catering and menu planning/development.
- Helps ensure quality control; may provide training to employees and others regarding job duties, standards of nutrition, sanitation, safety and customer service.
- Performs the most advanced cooking and baking tasks; coordinates food preparation for large scale catering activities; prepares recipes and menus for special events; coordinates food delivery, set up and take down activities.
- Prepares menus and nutrition plans for childcare and other specialized areas based on federal and state requirements; maintains accurate records according to federal and licensing standards.
- May assist with opening and closing facilities, recording cash receipts and making deposits; helps maintain cash registers and Point of Service system parameters; helps maintain basic financial records for assigned areas.

- Helps maintain supply and equipment inventories; initiates purchases as needed to maintain adequate resources for assigned functions.
- Helps create displays and advertisements for special food service items and activities.
- Performs minor maintenance tasks in keeping assigned areas safe and operational.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a kitchen or cafeteria environment. Duties may require exposure to heat, work on slippery or uneven surfaces and extensive student contact.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Two years equivalent to a Food Services Worker in YCCD.

OR Pattern II

- Education: Possession of a High School diploma or GED.
- Experience: Three years performing quantity food preparation, service and kitchen maintenance duties in a commercial or institutional food service facility.

Special Requirements:

- None

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Methods, procedures and techniques for preparing, cooking, baking and serving foods in large quantities; advanced cooking techniques needed to fulfill catering orders.
- Advanced principles of nutrition.
- Methods of designing menus and meals to meet specific nutritional needs.
- Methods and procedures for requisitioning, receiving and storing of foodstuffs and supplies.
- Advanced operations, services and activities of a food service program.
- Advanced methods and techniques of quality food handling and preparation.
- Methods and techniques of short order grilling and cooking.
- Principles and practices of baking.

- Methods and techniques of kitchen equipment operation, cleaning and maintenance.
- Principles and practices of inventory control.
- Basic arithmetic, record keeping, money handling and banking procedures.
- Occupational hazards and standard safety practices.
- Federal, State and local codes, laws and regulations pertaining to food service.

Ability to:

- Prepare and serve a variety of foods in large quantities.
- Plan and prepare meals as part of a catering program.
- Prepare, cook and serve various food items and entrees.
- Use standardized recipes, weights and measures.
- Independently perform the most difficult food service functions.
- Oversee the operations of an off-site food service location.
- Operate a variety of kitchen tools and equipment in a safe and effective manner.
- Apply standard nutritional and sanitation requirements.
- Ensure adherence to applicable Federal and State laws, codes and regulations.
- Interpret, explain and enforce department policies and procedures.
- Work independently in the absence of supervision.
- Compile data and prepare clear and concise reports.
- Maintain adequate inventory for assigned facilities.
- Perform arithmetical calculations.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.
- Must obtain a valid ServSafe certificate from the National Restaurant Association within three months of hire.

Physical and Mental Standards:

- **Mobility:** ability to walk or stand for extended periods.
- **Dexterity:** manual dexterity to operate food service related equipment, and handle and work with various materials and objects.
- **Lifting:** frequently lift, carry, push, pull, or otherwise move objects up to 25 pounds; occasionally lift objects up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read labels, documents, and computer screens and do food preparation work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including substantial public contact.