FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Food Service Assistant III

BASIC FUNCTION:

Under the direction of an assigned supervisor, take responsibility for a specific component of Food Service including ordering supplies and preparing food.

REPRESENTATIVE DUTIES:

1. Supervise student helpers of regular cafeteria assistants, which include hiring, scheduling and student helper time cards.
2. Estimate and order food quantity needed.
3. Independently responsible for specific food service areas such as dessert, sandwiches and others.
4. Perform cashier duties as required.
5. Assist in maintenance of cafeteria.
6. Deliver supplies/food in Food Service vehicle as required.
7. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
1. Principles and practices of supervision and training.
2. Methods of serving food in large quantity.
3. Common cafeteria appliances and utensils.
4. Sanitation and safety requirements including proper cleaning of cafeteria equipment.

ABILITY TO:
1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Prepare food segments supplementary to the meal.
4. Operate cafeteria appliances.
5. Establish and maintain cooperative relationships with those contacted in the work.
6. Schedule and assign the work of others.
7. Communicate with vendors on a professional level.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Three years paid experience in the preparation and serving of food.

LICENSES AND OTHER REQUIREMENTS:

1. May be required to satisfy District bonding requirements if performing cashier duties.
2. Valid California driver’s license.

DATE APPROVED: March 1, 1999
RANGE: N-26
EEO-CATEGORY: H-70