

FOOD SERVICE ASSISTANT II
Senior Adult Program

DEFINITION

Under supervision, the Food Service Assistant II performs the following duties: assists the Food Service Supervisor, staff and volunteers, in food preparation management, recipe development, service and clean-up including dishwashing; assists in meal planning, food education, catering, and marketing, assists in staff training, volunteer training and supervision; assists as necessary with the Garden Deli; manages Doelger Express meals-to-the-homebound; assists in budget preparation and statistical data collection, and review including use of computer; and, performs other program duties as assigned.

EXAMPLES OF DUTIES

Supervise food preparation, sanitation procedures, inventory control, storage and clean up, and enforcement of health code rules and regulations. Supervise community service and family service workers. Prepare delivery food for the homebound and other sites, prepare schedules and coordinate drivers. Responsible for purchasing and ordering. Assist in supervising and training volunteers and budget tracking. Provide coordination of new programming, educational activity, and catering activities. Work schedule may include occasional nights and weekends. Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Food service management, preparation, and sanitation requirements; kitchen management skills; computer spreadsheet use; and senior adult needs and quality customer service.

Ability to: Communicate easily with senior adults from various socio-economic and ethnic backgrounds and age groups; understand senior adult and program needs; demonstrate sound judgment, timeliness, initiative, independence and personal cleanliness; follow sanitation requirements and health code rules, provide quality customer service; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Three years of full-time experience in food service management or closely related work, including budget preparation and use of spreadsheet program, desirably Excel.

Education: Graduation from high school or equivalent. Formal culinary education preferred.

License: Possession of a valid Class C California Driver's License Possession of current California Food Safety Requirement certification from ServSafe or ability to obtain certification by hire date.