

July 2013

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: FOOD SERVICE FACILITY OPERATOR**

#### **BASIC FUNCTION:**

Under the direction of the Director-Food Service, oversee and participate in the operations and activities of an assigned food service facility including the preparation, cooking, serving and selling of food items; lead and participate in related inventory, cashier and sanitation functions; train and provide work direction and guidance to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Oversee and participate in the operations and activities of an assigned food service facility including the preparation, cooking, serving and selling of food items; establish and maintain related time lines and priorities; assure related activities comply with established policies and procedures.

Determine appropriate quantity of food items for preparation; lead food preparation and service functions to assure smooth and efficient activities and compliance with food quality, freshness, appearance and portion control standards; assure proper temperature of foods.

Train and provide work direction and guidance to assigned personnel; develop employee schedules, assign employee duties and review work for compliance with established standards and procedures; provide input concerning employee evaluations as requested.

Oversee and participate in the assembly of ingredients and cooking, frying or heating of food items as required; oversee and participate in the mixing, slicing, grating and chopping of food items; assure meals are distributed and served in a timely manner; resolve customer service issues and conflicts.

Lead inventory functions for assigned food service facility; estimate and order appropriate amounts of food items and supplies; supervise the receipt, storage and rotation of food items and supplies; verify accuracy of shipments; oversee and conduct regular and periodic inventories.

Oversee and participate in various activities to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; monitor, inspect and review food preparation and serving areas to assure compliance with health, safety and sanitary standards and regulations.

Open and close the kitchen according to established procedures; oversee the preparation of food and beverages for sale; assure proper counting and set-up of plates, trays and utensils; oversee the stocking of condiments, food items and paper goods.

Lead and assure accuracy of cashiering activities; balance and verify cash drawers; assure accuracy of daily cash receipts and proper processing of credit card transactions; identify and resolve discrepancies;

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oversee and participate in the operation of a computerized cash register as required.

Oversee the set-up and stocking of display cases, speed lines, salad/sandwich bars and carts for food service as assigned.

Operate a variety of food service equipment such as stoves, steamers, ovens, grills, griddles, slicers, mixers, warmers and fryers; arrange for equipment maintenance and repairs as needed; drive a vehicle to conduct work.

Communicate with College personnel, outside agencies and customers to exchange information, coordinate activities and resolve issues or concerns.

Prepare and maintain various records and reports related to inventory, sales, staff and assigned activities.

Assist with menu and daily special planning, development and implementation as directed; assist in the development and implementation of food service policies and procedures.

Assist with monitoring, developing and maintaining the budget for assigned food service facility as required; assure expenditures do not exceed established limitations.

Attend and participate in various meetings as assigned; attend and coordinate catering for special events as directed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Food service facility operations and activities including the preparation, cooking, serving and selling of food items.

Methods of preparing, cooking and serving foods in large quantities.

Food service quality, portion control and appearance standards related to food items.

Proper methods of storing equipment, materials and supplies.

Applicable laws, codes, regulations, policies and procedures.

Sanitation and safety practices related to preparing, handling, cooking and serving food.

Standard kitchen equipment, utensils and measurements.

Inventory practices and procedures.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Health and safety regulations.

Record-keeping and report preparation techniques.

Mathematic calculations.

**ABILITY TO:**

Oversee and participate in the operations and activities of an assigned food service facility including the preparation, cooking, serving and selling of food items.

Determine appropriate quantity of food items for preparation.

Lead and assure accuracy of cashiering activities.

Estimate, order and assure adequate levels of food items and supplies.

Train and provide work direction and guidance to assigned personnel.

Assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition.

Assure served items comply with food quality, freshness, appearance and portion control standards.

Communicate effectively both orally and in writing.

Follow and assure compliance with health and sanitation requirements.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

Prepare and maintain a variety of records and reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years increasingly responsible experience in quantity food preparation including work with inventory, cashiering and quality control functions.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Serv-Safe Certificate.

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Food service environment.

Subject to heat from ovens.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Dexterity of hands and fingers to operate food service equipment.

Reaching overhead, above shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Seeing to monitor food quality and quantity.

**HAZARDS:**

Heat from ovens.

Exposure to very hot foods, equipment, and metal objects.

Working around knives, slicers or other sharp objects.

Exposure to cleaning chemicals and fumes.