

FOOD SERVICE MANAGER TRAINEE

Definition

Under general supervision serves as the assistant to the Food Service Manager at RHS; coordinates and prepares catering events; assists in training new staff and substitute workers; responsible for substituting in the absence of a position in any production kitchen.

Essential Duties

1. Set up and substitute in manager's absence when needed.
2. Assist Manager with ordering, filling menu production worksheet, and forecasting the quantity of meals.
3. Coordinate and prepare catering events.
4. Assist and train new personnel in methods and procedures of tasks assigned.
5. Prepare and cook entrees, side dishes and other foods for a centralized kitchen and satellite school sites.
6. Check recipes and estimate quantities of food and supplies needed; assist manager in maintaining these records.
7. Assist with maintaining quality and quantity of foods prepared with standardized recipes.
8. Operate mixer, grinder, steamer/kettle, ovens and other equipment common to a production kitchen.
9. Assist in serving line with set-up, serving and monitoring.
10. Assist with preparation and service of snack bar.
11. Assist with wrapping, packing and loading of food for transport to satellite kitchens.
12. Clean and store cafeteria equipment, food supplies and work areas.
13. Help with point of sales.
14. Assist with receiving and checking inventory.
15. Assist with the selection and assignment of food service personnel.
16. Perform other duties as assigned.

Desirable Certificates

Individuals with appropriate certification from the California School Food Service Association may be given preferential treatment in the competitive employment process for this classification. Appropriate certification will include courses in orientation to school food service, sanitation and safety, and work improvement.

Minimum Qualifications

Knowledge of:

Methods of preparing, cooking and serving foods in large quantities; kitchen sanitation and safety precautions; operation, cleaning and caring of utensils and equipment; basic math, weights and measures.

Ability to:

Follow the recipe and nutritional guideline; skillfully prepare and cook meats and vegetables in large quantities; plan and organize food preparation to meet fixed schedules; operate a variety of equipment used in cooking foods in large quantities; cashier and made change quickly and accurately; understand and carry out; oral and written directions; and work cooperatively with those contacted in the course of work.

Experience:

Two years of full-time experience in the cooking and serving of food in a cafeteria or restaurant or equivalent to the level of Food Service Worker in the Kings Canyon Unified School District.

License:

Valid California Driver's License (may be required to use own vehicle -- mileage will be reimbursed)

Education:

High school diploma or equivalent. Course work in meal planning, nutrition, sanitation, cafeteria management, dietetics, or related area.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to: frequently walk; continuously stand; frequently bend or twist at the neck and trunk; occasionally reach with hands and arms; stoop, kneel, crouch, or crawl; repeat the same hand, arm, finger motion many times, as in operating a cash register or cutting food items etc.; continuously use hand strength to grasp tools; occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, canned food; push fully loaded food carts, etc. Specific vision abilities required include close vision, depth perception and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee: frequently works in hot and cold temperature extremes; will walk on slippery surfaces; must be able to meet deadlines with severe time constraints; must interact with public and other workers; has direct responsibility for the safety, well-being and work output of others; and has a greater than average risk of getting a minor injury such as a cut or burn. The noise level is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.