

FOOD SERVICES STAFF AIDE

DEFINITION

Performs various technical duties in conducting research and analyzing data in areas such as nutrition services, fiscal services, employee training, meal compliance, cafeteria facilities and equipment, and human resources management.

TYPICAL DUTIES

- Determines causes of cafeteria operational problems and suggests solutions to management.
- Prepares informational materials, procedural guides, and menus for cafeteria operations and program administration.
- Analyzes, evaluates, and recommends in a variety of areas, such as new developments in food preparation; methods of service; kitchen and cafeteria layout in new and existing facilities; nutrient analyses of menus; production schedule and use of labor; labor meal counting, claiming, and cash handling; cafeteria equipment and supplies; and cost analyses of food, expenses/budgetary issues, and related matters.
- Assists in the development and testing of recipes and menus and recommends food products and menus for nutritional value and balance, economy, efficiency, and student preferences.
- Plans and tracks the economic use of surplus food commodities.
- Makes regular and special inspections of food preparation and service facilities and records for meal counts, inventory, financial management, sanitation, and safety to assure accuracy and program compliance with the federal, State, and local regulations and procedures.
- Evaluates new products including equipment, creates reports of findings, and arranges for demonstrations of new equipment, products and processes.
- Assists in the Investigation of personnel-related matters such as dereliction of duties and misappropriation of District resources, and reports the findings in writing in a clear and concise manner.
- Conducts quality control and delivery checks of food items.
- Develops instructional materials and conducts staff training.
- May manage a help desk which provides phone support to site cafeteria staff on areas such as computer problems, food and service quality complaints, and general information regarding staff training schedules and cafeteria operations.
- Assists in resolving food quality and service complaints.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Food Services Staff Aide assists in and conducts studies related to food services and operations of the Food Services Branch.

An Area Food Services Supervisor provides general supervision and coordination over the operations of food service programs within an assigned area.

A Nutrition Specialist develops and analyzes menus and recipes, tests and recommends foods and related products for purchase, prepares reports, monitors food service programs to insure compliance with federal, State, and local requirements and standards, and provides nutrition information to food service employees, school administrators, students, parents, and community groups.

SUPERVISION

General supervision is received from the Director of Food Services, Deputy Director of Food Services, or Senior Food Services Supervisor. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Computer spreadsheet, word processing, and database software
- Food service management practices
- Quality food selection, including menu design
- Methods and procedures for the efficient utilization of cafeteria operation personnel
- Efficient utilization of cafeteria equipment
- Food handling and sanitation standards
- Basic cost accounting techniques
- Research and statistical methodologies
- Basic principles and practices of personnel administration

Ability to:

- Analyze cafeteria operations and write clear concise reports, including basic cost analysis reports
- Recommend changes in operational procedures with tact and diplomacy
- Analyze menus and recipes
- Make calculations of components, costs, and portions relating to menus
- Learn, explain, and apply rules and procedures
- Learn and apply District personnel guidelines.
- Train personnel in fundamentals of cafeteria operations
- Learn the general principles of foods and nutrition, and quantity food preparation
- Learn sanitation and safety standards in compliance with the principles of Hazardous Analysis Critical Control Point (HACCP)
- Use spoken and written English effectively in contacts with individuals and groups
- Plan and organize work to meet deadlines

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in hotel and restaurant management, foods and nutrition, dietetics, public health, business, marketing, accounting, economics, finance, or child care development.

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties or a position at any time.

Revised
10-14-13
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