

SENIOR FOOD PRODUCTION ASSISTANT

DEFINITION

A Senior Food Production Assistant sets up a mechanized food production line in accordance with instructions, oversees and troubleshoots production runs, and participates in a variety of routine tasks related to the receiving, cooking, plating, packaging, shipping, and sanitizing efforts in a high-volume food processing plant.

TYPICAL DUTIES

Maintains production standards by supervising portion, sanitation, and quality control; diagnosing equipment stoppages and making minor equipment repairs; and assigning employees to production line locations to meet production goals.

Performs the duties of a Food Production Assistant in assembling materials, setting up and cleaning equipment, preparing foods, filling in as needed on production runs, and packaging and moving completed meals and components.

Operates a forklift or supply transporter.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Food Production Assistant provides functional supervision over production runs in a mechanized food production facility, troubleshoots production problems, and performs the duties of a Food Production Assistant as needed.

A Food Production Supervisor supervises a crew of Food Production Workers and Food Production Assistants in a unit of a high volume food processing facility and performs the more responsible and complex food production duties.

Food Production Workers and Food Production Assistants perform a variety of routine tasks related to volume food production and meal assembly. While certain tasks performed by incumbents in both classes are identical, the Food Production Assistants perform the strenuous manual tasks and those which require heavy lifting and/or the use of a forklift or supply transporter.

SUPERVISION

General supervision is received from a Food Production Supervisor. Functional supervision is exercised over a variety of routine tasks related to volume food production and meal assembly performed by Food Production Assistants and Workers.

CLASS QUALIFICATIONS

Knowledge of:

Use, care, and cleaning of food preparation equipment and utensils
Basic principles of food sanitation and handling
Safety rules and procedures related to working with machinery, food preparation equipment, and utensils
Microsoft Office

Ability to:

- Work effectively with other employees
- Learn to operate a forklift or supply transporter
- Coordinate work of others
- Act quickly and calmly in emergency situations
- Communicate effectively with and provide work direction for other employees

Special Physical Requirements:

- Depth and space perception as required to operate a forklift or supply transporter
- Manual dexterity as required to operate a variety of food production machinery
- Stamina to stand and walk on concrete and tile floors for long periods of time
- Tolerance for working in refrigerated and freezer areas
- Safely lift and carry items weighing up to 75 pounds

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Six months of experience in manufacturing, packaging, or processing foods (minimum of 500 meals per day or the equivalent in mass production), and in the care of related equipment.

Special:

A valid Los Angeles Unified School District Food Handler's Health Certificate must be obtained by the time of appointment.

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 of a position at any time.

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JDN