



DUBLIN
CALIFORNIA

INVITES APPLICATIONS FOR THE POSITION OF

FOOD SERVICE WORKER

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Friday, July 13, 2018 at 5:00 PM

SALARY

\$14.40 - \$21.37 per hour

THE POSITION

Works under the supervision of the Recreation Supervisor or their designee to prepare and serve appropriate quantities of food to meet menu requirements. Operates simple food service support equipment in a safe and effective manner including preparation, cooking, and washing assignments, assembly and service bar, storage and refrigeration, utensils and any equipment as part of the daily routine. Maintain high standards of quality in food production, orderly appearance of work area, sanitation, and safety practices. May deliver items to guests maintaining appropriate customer service skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Prepare meats for cooking by cutting, trimming, grinding or slicing.
- Clean, cut, chop and slice food for preparation.
- Cook meat, vegetables, soups, and other foods according to recipe or other instructions meeting the concession menu.
- Maintain and oversee kitchen safety standards, food handling practices, and the disposal of garbage.
- Clean kitchen utensils and equipment and maintain cooking area in clean and safe condition.
- Train Staff in food preparation, service, and clean-up duties; and safety and sanitation practices.
- Ensure proper storage and temperature of foods for serving.
- Inventory perishables and dry goods weekly and rotate inventory, as necessary.
- Maintain up-to-date records and prepare related reports as required.
- Order supplies for menu as required and assist in the receiving and storing of food items and supplies.
- Build and maintain positive working relationships with co-workers, other City employees, volunteers and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Training and Experience:

1. Education: Possession of a high school diploma or equivalent
2. Experience: Six (6) months (equivalent to 1000 hours) of verifiable food handling experience in the food service industry as a food service worker, kitchen helper, waiter, busboy, or similar position.

Substitution: Completion of twelve (12) semester units or equivalent credits in Food Service, Culinary Arts, Dietetics and/or Nutrition can substitute for six (6) months of food handling experience as described above.

Knowledge Of:

- Principles and methods of food preparation and cooking.
- Kitchen sanitation and methods of care and cleaning of kitchen equipment.
- Basic safety procedures as applied to food storage, preparation and cooking.
- Basic arithmetic and record keeping procedures.
- English usage, spelling, punctuation, and grammar.

Ability To:

- Ability to understand written and verbal food preparation and safety instructions
- Working knowledge of kitchen equipment and food production procedures
- Ability to operate large and small kitchen equipment and tools
- Ability to perform basic math
- Prepare quality food according to a planned menu of tested and uniform recipes.
- Serve food according to departmental policies, and procedures, and practice and promote portion control and proper use of leftovers.
- Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.
- Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- Maintain personal appearance and hygiene.
- Operate tools and equipment according to prescribed safety standards and follow established procedures to meet high standards of cleanliness, health, and safety.
- Keep garbage collection containers and areas neat and sanitary.
- Handle and record cashier functions accurately.
- Help record food requisitions and order necessary supplies.
- Maintain daily food preparation records.
- Promote teamwork and interaction with fellow staff members.
- Deliver and receive written and oral instructions.
- Communicate in an effective manner.
- Exercise courtesy and tact in dealing with patrons.
- Deal with difficult or stressful situations in a calm and professional manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform related duties as required.

Licenses, Certificates and Special Requirements:

- At time of hire, must be 18 years of age or older.
- Possess valid current Food Handling Certification from ServSafe or ability to attain certification prior to assuming duties as a Food Service Worker.
- Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of completed fingerprint screening and a satisfactory background check.
- Current certification in First Aid and CPR is desired.

- Possession of a valid California Class C drivers' license and Certificate of Automotive Insurance for Personal Liability.
- This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to stand for long periods of time; talk or hear, in person, in meetings, and by telephone; perform grasping and fine manipulation to operate standard commercial kitchen equipment; and reach with hands and arms. Employee is frequently required to bending/stoop, frequent kneeling/squatting, pushing/pulling, and twisting, and walk. On an intermittent basis, employee is required to lift or carry weight of 40 lbs. or less.

Tools/Equipment Used: Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, stove, oven, dishwasher, and food/utility cart.

Environment: Work inside in kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

Mental Demands: Work with frequent interruptions; maintain emotional control under stress while performing duties, employee is required to speak, read and follow simple written and oral directions; use written and oral communications, and interact with employees, volunteers and the public.

BENEFITS

Other than statutory law, AB1522 (CA Paid Sick Leave law), there are no benefits for part-time, temporary/seasonal position.

THE SELECTION PROCESS

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.

EQUAL OPPORTUNITY EMPLOYER

In accordance with Federal and State laws, the City of Dublin does not discriminate on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, or age.