

Classification and Qualification STANDARDS

Food Service Series

Class Title	Class Code	Date Revised	FLSA
<i>Food Service Worker I</i>	0308	04-01-2005	<i>Non-Exempt</i>
<i>Food Service Worker II</i>	0309	04-01-2005	<i>Non-Exempt</i>
<i>Food Service Worker I – Lead</i>	0310	04-01-2005	<i>Non-Exempt</i>
<i>Food Service Worker II – Lead</i>	0311	04-01-2005	<i>Non-Exempt</i>
<i>Cook I</i>	0304	04-01-2005	<i>Non-Exempt</i>
<i>Cook II</i>	0305	04-01-2005	<i>Non-Exempt</i>
<i>Cook I – Lead</i>	0306	04-01-2005	<i>Non-Exempt</i>
<i>Cook II – Lead</i>	0307	04-01-2005	<i>Non-Exempt</i>

Classification Standard Reformatted: 03-01-2014

OVERVIEW:

Incumbents within the Food Service Series are responsible for meal and menu planning; food preparation, serving, and clean up; and maintenance of food service equipment, utensils, and work areas at a designated campus dining facility for students, faculty, staff, and visitors. Incumbents at the California Maritime academy have food service responsibility on campus, as well as aboard an Academy training ship. Lead positions have the additional responsibility for planning, organizing, and assigning work; training employees; and making recommendations to management.

Positions are classified based on the degree of complexity, difficulty, and variety of duties performed; amount of independence, originality, and discretionary decision-making authority delegated to the position; and demonstrated level of knowledge and understanding of the methods and procedures of food service activities.

Food Service Worker I – First level in the Food Service series. Work is performed under supervision and is of routine nature.

Food Service Worker II – Assigned the more complicated and responsible tasks and work with a greater degree of independence.

Food Service Worker I – Lead – Performs duties similar to those of the Food Service Worker I with lead responsibilities over a group of employees.

Food Service Worker II – Lead – Performs the full scope of duties of the Food Service Worker II with lead responsibilities over a group of employees. Performs the more complex and responsible duties, exercising a greater degree of independence in decision making.

Cook I – First level in the Cook classifications. Works under supervision and normally performs more routine duties required in the preparation, cooking, and dispensing of food. May assist a higher level Cook in the food preparation process.

Cook II – Performs the full range of duties associated with the preparation, cooking, and dispensing of food, and exercises a greater degree of independence in decision making. The work performed is of a more complex nature requiring an increased level of knowledge and skill.

Cook I – Lead – Performs the Cook I duties and is involved in the planning process and assigned lead responsibilities over a group of employees.

Cook II – Lead – Performs Cook II duties and is assigned lead responsibilities over a group of employees. Performs work of a more complex nature requiring increased level of responsibility and exercising a greater degree of independence in decision making, and performs the full scope of lead responsibilities over a group of employees.

FOOD SERVICE WORKER I

Under general supervision, the Food Service Worker I assists in the preparation and/or serving of foods and beverages; cleans and maintains culinary equipment and work areas in accordance with established standards; performs routine work such as rinsing, loading, unloading dishwashing machines and storing dishes and utensils; washing and storing serving utensils, pots, and pans; preparing beverages by adding dry mixes, syrups, carbonation, water, and restocking milk and other beverage machines; serving food cafeteria style; cleaning kitchen areas, including sweeping and mopping; washing and paring fruits and vegetables; preparing and dispensing food; relieving cooks, bakers, or meat cutters by performing routine operations such as stirring food, greasing pans, and grinding meat; and assisting in food service and related work in the dining room.

MINIMUM QUALIFICATIONS:

Knowledge:

Working knowledge of methods of cleaning and preparing foods for cooking and storing food; proper methods of arranging dining room furniture, setting tables, and serving meals; various types of food service utensils and equipment and their uses; methods of cleaning and maintaining food service areas, utensils, and equipment; and sanitation and safety measures in food service areas.

Abilities:

Ability to portion servings; follow directions and keep records; lift objects averaging 50 lbs. if required on the job; read and write at a level appropriate to the duties of the position; pass a physical examination; and work and maintain good relationships with others.

FOOD SERVICE WORKER II

Under direction, the Food Service Worker II leads and assists in the preparation and serving of foods and beverages; cleans and maintains culinary equipment and work areas; in-charge of a dining room, central pot-washing room, vegetable room, or other comparable assignment; determines the serving and portion control of food; leads and assists in table setting, dining room preparation for meal service; maintains and arranges a dining and serving area, and cleans up equipment, utensils, and work areas; maintains uniform food-handling practices and standards of safety and sanitation; oversees the preparation of fruits and vegetables or other food items; orders, receives and oversees storage and inventory of supplies; and keeps records and makes reports.

MINIMUM QUALIFICATIONS:

Knowledge:

Working knowledge of methods of cleaning and preparing foods for cooking and storing food; proper methods of arranging dining room furniture, setting tables, and serving meals; various types of food service utensils and equipment and their uses; methods of cleaning and maintaining food service areas, utensils, and equipment; sanitation and safety measures in food service areas; methods of cleaning and preparing foods for cooking and storing food; and operation and maintenance of various types of machinery used in pot washing, bake shop, and vegetable preparation.

Abilities:

Ability to portion servings; follow directions; keep records; lift objects averaging 50 lbs. if required on the job; read and write at a level appropriate to the duties of the position; pass a physical examination; and work and maintain good relationships with others.

Experience:

Equivalent to one year of experience performing the duties of a Food Service Worker I or equivalent to two years of experience in the distribution and service of foods in large quantity that includes the cleaning and maintaining of equipment and work areas.

FOOD SERVICE WORKER I - LEAD

Food Service Workers may be appointed to lead responsibilities in addition to their regular assignments in the Food Service I classification. When performing lead responsibilities, incumbents act as the liaison between other lead staff or manager and a small group of employees; provide effective leadership to the group of employees under their direction; solve work problems, adjust priorities, and make necessary changes in duties and methods; and may assist a higher level lead or manager in personnel-related issues.

MINIMUM QUALIFICATIONS:***Knowledge:***

Working knowledge of methods of cleaning and preparing foods for cooking and storing food; proper methods of arranging dining room furniture, setting tables, and serving meals; various types of food service utensils and equipment and their uses; methods of cleaning and maintaining food service areas, utensils, and equipment; and sanitation and safety measures in food service areas.

Abilities:

Ability to portion servings; follow directions and keep records; lift objects averaging 50 lbs. if required on the job; read and write at a level appropriate to the duties of the position; pass a physical examination; work and maintain good relationships with others; lead and instruct others in appropriate methods of food handling and clean up techniques; communicate effectively; solve work problems; adjust priorities; make necessary changes in duties and methods; and make sound decisions.

FOOD SERVICE WORKER II - LEAD

Food Service Workers may be appointed to lead responsibilities in addition to their regular assignments in the Food Service II classification. When performing lead responsibilities, incumbents act as the liaison between other lead staff or manager and a small group of employees; provide effective leadership to the group of employees under their direction; solve work problems, adjust priorities, and make necessary changes in duties and methods; and may assist a higher level lead or manager in personnel-related issues.

Knowledge:

Working knowledge of methods of cleaning and preparing foods for cooking and storing food; proper methods of arranging dining room furniture, setting tables, and serving meals; various types of food service utensils and equipment and their uses; methods of cleaning and maintaining food service areas, utensils, and equipment; sanitation and safety measures in food service areas; methods of cleaning and preparing foods for cooking and storing food; and operation and maintenance of various types of machinery used in pot washing, bake shop, and vegetable preparation.

Abilities:

Ability to portion servings; follow directions; keep records; lift objects averaging 50 lbs. if required on the job; read and write at a level appropriate to the duties of the position; pass a physical examination; work and maintain good relationships with others; lead and instruct others in appropriate methods of food handling and clean up techniques; communicate effectively; solve work problems; adjust priorities; make necessary changes in duties and methods; and make sound decisions.

Experience:

Equivalent to one year of experience performing the duties of a Food Service Worker I or equivalent to two years of experience in the distribution and service of foods in large quantity that include the cleaning and maintaining of equipment and work areas.

COOK I

Under general supervision, the Cook I assists in preparing, cooking, and dispensing food; cleaning work areas and equipment; receiving and storing supplies. The Cook I typically performs the basic tasks required to prepare, cook, bake, and dispense various food items; may oversee others perform duties such as slicing bread, weighing

ingredients, cutting and grinding meat, and cleaning and maintaining culinary utensils, equipment, and work areas.

MINIMUM QUALIFICATIONS:

Knowledge:

Working knowledge of kitchen sanitation and safety measures; food handling sanitation; principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity; and methods and procedures used in the operations, cleaning and care of utensils, equipment and work areas.

Abilities:

Ability to prepare and cook all food groups; follow oral and written instructions; keep records; lift an average of 50 lbs. if required on the job; read and write at a level appropriate to the position; pass a physical examination; and work and maintain good relationships with others.

Experience:

Equivalent to one year of experience performing the duties of a Food Service Worker I or equivalent to one year of experience in assisting a cook in the preparation and cooking of a varied menu.

COOK II

Under general supervision, the Cook II prepares, cooks, and dispenses food items; monitors and orders supplies; and cleans and maintains culinary equipment and work areas.

The duties typically performed by the Cook II include the more responsible and complex tasks required in preparing, cooking, and dispensing a variety of food items and beverages; cleaning and maintaining culinary utensils, equipment, and the working area (with the assistance of other staff); assigning work; providing instruction and training to other employees, and solving work problems; planning menus; inspecting personnel and working areas to assure maintenance of hygienic, safety, and sanitation standards; keeping records; and ordering, receiving, inspecting, storing, and inventorying supplies.

MINIMUM QUALIFICATIONS:

Knowledge:

Working knowledge of kitchen sanitation and safety measures; food handling sanitation; principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity; methods and procedures used in the operations, cleaning and care of utensils, equipment and work areas; kitchen sanitation and safety measures in the operation, cleaning and care of utensils, equipment, and work areas; food values; nutritional and economical substitutions within food groups; and food accounting, recordkeeping, and preparing reports.

Abilities:

Ability to prepare and cook all food groups and use appropriate equipment; judge food quality; plan work schedule; prepare and follow menus, recipes, and formulas; and determine food quantities necessary for groups of varying sizes.

Experience:

Equivalent to two years of experience performing the duties of a Cook I or equivalent to three years of experience as a Cook in one or a combination of the following: (1) preparing meals for at least 250 persons a meal with experience at the various stations; or (2) personally preparing complete breakfasts, lunches, and dinners for approximately 50 or more persons a meal. (Short-order cooking experience is not considered qualifying).

COOK I – LEAD

Under general direction, the Cook I – Lead assists in planning, preparing, cooking, and dispensing food; cleaning work areas and equipment; and receiving and storing supplies. Lead work includes acting as the liaison between other lead staff or manager and a small group of employees; planning, organizing, and directing the work activities of a group of employees; solving work problems, adjusting priorities, and making appropriate adjustments in assigned duties and methods; and assisting the manager in personnel-related issues.

MINIMUM QUALIFICATIONS:***Knowledge:***

Working knowledge of kitchen sanitation and safety measures; food handling sanitation; principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity; methods and procedures used in the operations, cleaning and care of utensils, equipment and work areas; food values; nutritional and economical substitutions within food groups.

Abilities:

Ability to plan menus; lead and instruct others in appropriate methods of food handling and clean up techniques; communicate effectively; solve work problems; adjust priorities; make necessary changes in duties and methods; and make sound decisions.

Experience:

Equivalent to two years of experience performing the duties of a Cook II or equivalent to one year of experience in a lead capacity over cooks and/or food service workers in the preparation, cooking, and serving of meals for at least 250 persons a meal.

COOK II – LEAD

Under general direction, the Cook II – Lead plans, organizes, and oversees the preparation, cooking, and dispensing of food; oversees the maintenance of culinary equipment, supplies, and work areas; and monitors and orders supplies. Lead work includes acting as the liaison between other lead staff or manager and a small group of employees; planning, organizing, and directing the work activities of a group of employees; solving work problems, adjusting priorities, and making appropriate adjustments in duties and methods; and assisting the manager in personnel-related issues.

MINIMUM QUALIFICATIONS:***Knowledge:***

Working knowledge of kitchen sanitation and safety measures; food handling sanitation; principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantity; methods and procedures used in the operations, cleaning and care of utensils, equipment and work areas; food values; nutritional and economical substitutions within food groups.

Abilities:

Ability to plan menus; lead and instruct others in appropriate methods of food handling and clean up techniques; communicate effectively; solve work problems; adjust priorities; make necessary changes in duties and methods; and make sound decisions.

Experience:

Equivalent to one year of experience performing the duties of Cook I – Lead or equivalent to two years of experience in a lead capacity over cooks and/or food service workers with the responsibility for planning and scheduling the preparation, cooking, and serving of meals for at least 250 persons a meal.