

FOOD PRODUCTION ASSISTANT TITLE DEFINITION

I. DEFINITION

FOOD PRODUCTION ASSISTANT

Under general supervision, these positions for a majority of the time, are responsible for coordinating, training, assisting, guiding, instructing, and assigning and reviewing the work of Cooks in quantity food production activities and ensuring compliance with sanitation and food safety standards. These positions may in addition have these lead responsibilities for other permanent and non-permanent food service staff. Positions requisition supplies, food and materials, assist with menu development, make out production sheets, and keep production and/or service records as required. There are four allocations:

- 1) As leader of food production on a shift, positions are responsible on an on-going basis for coordinating and leading Cooks and other food service staff in quantity food production and related food service program activities at times when the staffing pattern does not include a supervisory position.
- 2) In a complex food service program with multiple distribution points of varying types such as restaurants, delicatessens, cafeterias and convenience food stations, positions function as the assistant to the Food Production Manager in coordinating and leading kitchen production activities.
- 3) In a complex food service program with multiple production units and multiple distribution points of varying types such as restaurants, delicatessens, cafeterias and convenience food stations, positions assist the Food Production Manager in coordinating and leading production activities and are designated as a float position to be assigned as needed on short notice among any of the multiple production units.
- 4) In a “large volume” marketplace or restaurant setting, coordinate and on occasion perform “display cooking” in front of and interacting with customers. Positions require in depth production skills and are regularly responsible for training staff, directing the set-up and service of made-to-order stations, coordinating the set-up and service of made-to-order food items, directing and participating in the set-up of service areas

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITIONS

Food Service Assistant
Food/Retail Catering Leader
Baker
Cook