

FOOD SERVICE ASSISTANT TITLE SERIES DEFINITIONS

I. DEFINITIONS

FOOD SERVICE ASSISTANT 1

1. Under close progressing to limited supervision, these positions assist with quantity food production, perform breakfast or grill cooking, provide cafeteria or retail food service, perform cashier duties, and perform related sanitation work. Positions learn equipment, work processes and nutrition, food safety and sanitation standards.
2. This allocation is an objective level for positions performing heavy manual labor in support of a food service program. Under close progressing to general supervision, these positions perform heavy loading, unloading and transport of food carts between kitchen and servery areas, distribute and rotate stock, perform set-up and take-down of food service equipment and tables and chairs, clean food carts and heavy pots and pans, wash dishes and perform any other sanitation duties as needed. Positions are responsible for working in compliance with food safety and sanitation standards.

FOOD SERVICE ASSISTANT 2

1. Under general supervision, these positions assist with quantity food production, perform breakfast or grill cooking, provide cafeteria or retail food service, perform cashier duties, and perform related sanitation work. Positions may be required to perform heavy manual duties such as those identified at the second allocation of the Food Service Assistant 1 level for less than a majority of the time. At this level, employees are fully trained in work responsibilities, activities, and equipment operation and are responsible for working in compliance with food safety and sanitation standards.
2. Under general supervision, these positions perform on an on-going basis a combination of heavy manual labor duties as identified in the second allocation at the first level of this series and the food production and distribution duties described in the first allocation at the first level of this series. Positions are responsible for working in compliance with food safety and sanitation standards.

FOOD SERVICE ASSISTANT 3

Positions at this level, for a majority of the time, function either as leadworkers with a supervisor present on-site, or work with a high degree of independence in a small, distinct and specialized food service activity. The two allocations are more fully described as follows:

1. **Leadworker**. These positions function for a majority of the time as leadworkers with responsibility to assign, prioritize, and monitor the work of university staff, temporary staff, or student workers within a food service program unit. For the majority of the time, these positions work with a supervisor present on-site in the same production or service facility. Duties within this allocation are: leads or coordinates the preparation of cold foods or hot side items (such as salads, vegetables, appetizers, desserts) in a production kitchen; leads assistants in the work activities of a retail specialty food outlet in a food court on a UW campus; leads assistants in the performance of servery, cafeteria, kitchen, grill, fountain, dishroom, dining room, or cleaning tasks in support of food preparation, distribution, serving, or sanitation.
2. **Operator of a Separate, Distinct Food Service Function**. These positions function with a high degree of independence to operate a small, distinct and specialized food service program function, with

a maximum of one full-time-equivalent assistant, and which is apart from the main food service function of quantity production and distribution of daily meals. Duties required for this allocation include, for the majority of the time, independently prepares and transports food and supplies to a small retail outlet/cart and performs duties of opening, cashier, server, food preparation, record keeping, internal ordering and securing unit and assets at the end of the shift, with supervisory consultation available via phone or pager;

FOOD SERVICE ASSISTANT 4

For a majority of the time, these positions function as leadworkers with responsibility to assign, prioritize, and monitor the work of university staff, temporary staff, or student workers within a food service program. These positions are differentiated from those at the Food Service Assistant 3 level by a higher degree of independent responsibility, characterized either by independently leading more than one full-time-equivalent assistant for a majority of the time without a supervisor present (due to the isolation of the work location or the scheduled hours of work), or by assisting a unit supervisor in leading work activities for a complex retail food distribution unit characterized by extended hours beyond meal times, a wide variety of food and beverage choices and direct service to individual customers. Positions are responsible for monitoring compliance with food safety and sanitation standards. Allocations at this level are:

1. Independently leads food production support activities or food distribution activities in a satellite location where a supervisor, for a majority of the time, is not present on-site;
2. Regularly responsible on an on-going basis for leading assistants in food assembly, sales, and customer service during hours when supervision is not present;
3. Regularly responsible on an on-going basis for leading lower level food service employees in final food preparation and food distribution activities when supervision is not present;
4. Assists the unit supervisor in leading work activities for a complex restaurant characterized by multiple sales points, alcohol service, a wide and daily varied menu, and continuous service hours spanning breakfast through dinner hours;
5. Assists the food service supervisor or manager in a UW-System student dining retail or cafeteria facility, with responsibility for training and leading student supervisors and other assistants in food distribution, customer service, and sanitation duties, monitoring the attractiveness of foods as displayed and served, and ensuring quality of customer service.

II. QUALIFICATIONS

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

III. RELATED POSITIONS

Food Retail/Catering Leader
Food Production Assistant
Baker
Cook
Inventory Control Assistant