



JOB DESCRIPTION

JOB TITLE:	Food Specialist	FLSA:	Non-Exempt
DEPARTMENT:	Human Services	GRADE:	A2
REPORTS TO:	Senior Center Supervisor	DATE:	07/10/2021

SUMMARY OF JOB PURPOSE:

Responsible for leading and performing food preparation operations serving seniors in the Senior Services and Nutrition Program; provides work direction and training to assigned staff.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Provides lead direction, training and work review to assigned staff; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
- Prepares meals for home delivery in accordance with meal-time schedule and established temperature guidelines; prepares meals and food products according to standard recipes and/or other specifications.
- Inspects food preparation areas and equipment to ensure proper sanitary and safety procedures are met; demonstrates competent product knowledge by correct storing and handling of all perishables, maintaining quality and integrity; regularly checks and records storage temperatures.
- Maintains records of food and supplies used, meals served, etc.; prepares periodic and special reports.
- Operates cleaning and cooking equipment; participates in the cleaning of the kitchen areas and equipment; ensures proper storage of tools and equipment and the security of the store room.
- Ensures that production meets health, sanitation and quality standards established by the food industry and government agencies.
- Receives supplies and verifies the accuracy of deliveries; consults with supervisor on resolution of discrepancies.
- Ensures proper storage of tools and equipment; performs complete inventories of food and supplies; stocks supplies as required; orders supplies as approved by supervisor.
- May perform Transportation Specialist duties as required.
- Contributes to the efficiency and effectiveness of the division's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND two (2) years of experience in large-scale institutional food preparation and volume cooking; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Basic supervisory principles and practices.
- Principles, methods and equipment used in meal preparation in an institutional setting.
- Culinary operations and nutritional service requirements.
- Basic arithmetic.
- Inventory control and record keeping principles and practices.
- Safe work practices and sanitation related to food preparation and service.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
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Skill in:

- Overseeing and preparing meals in a large scale, institutional setting.
- Overseeing and prioritizing the work of others.
- Operating, cleaning and performing minor maintenance to large institutional food preparation and cooking equipment.
- Maintaining accurate records and preparing work related reports.
- Training staff in work procedures.
- Making accurate arithmetic calculations.
- Reading, understanding and following recipes and oral and written directions.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or division goals, objectives and activities.



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REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.
- Servesafe certification or equivalent.
- First Aid, CPR and elder abuse training/certification within three (3) months of date of employment.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical institutional kitchen setting and use institutional kitchen equipment, strength to lift materials weighing up to 50 pounds, vision to read printed materials and computer screens; stamina to stand and/or walk for an extended period of time, and hearing and speech to communicate in person or over the telephone.

Work is subject to performance under exposure to temperature extremes, fumes, gases, noise and chemicals.