

NATURE OF WORK

This is food service work providing varied and efficient cafeteria meal service at a senior center.

Work involves responsibility for providing cafeteria meal service and assisting in maintaining high standards in food quality, safety, and sanitation; and contributing to the effectiveness of the central kitchen. Work may also include assisting in the storage and preparation of food items. Supervision is received from the cook or an administrative superior with work being reviewed in the form of results achieved.

EXAMPLES OF WORK PERFORMED

Sets up cold, hot, or beverage stations; serves and/or supervises volunteers who serve menu items; restocks food and tableware stations.

Staffs cashier station as required.

Removes, stores, and discards food items as appropriate; cleans serving equipment and area; sets up, cleans, and stocks tabletop items.

Uncrates, stacks, shelves, and stores all storeroom food and supplies; counts and bags or portions supplies into delivery units; checks out, labels and packs all supply orders for work areas.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of cafeteria procedures.

Some knowledge of the care and cleaning of kitchen utensils, appliances, and equipment.

Some knowledge of basic storeroom procedures.

Some knowledge of safety and sanitary procedures used in the serving of food and cleaning of kitchen utensils, appliances, and equipment.

Ability to perform heavy lifting.

Ability to operate a cash register.

Ability to operate simple food service utensils and equipment.

Ability to establish and maintain effective working relationships with co-workers.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with some experience in food service activities.

MINIMUM QUALIFICATIONS

Completion of a junior high school curriculum and ability to understand and write the English language or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class must obtain a Food Handler's Permit as issued by the Lincoln/Lancaster County Health Department within 30 days of appointment.

Approved by: _____
Department Head

Personnel Director

12/89
Revised 7/95

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