

CLASS SPECIFICATION FOR
Food Service Assistant

GENERAL STATEMENT OF DUTIES: Assists in the preparation and cooking of food for large groups of people, operates the cash register, serves food at a steam counter, keeps cafeteria and kitchen clean, operates the dishwasher; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class performs a variety of duties in assisting with the smooth functioning of the cafeteria. The incumbent assists the cooks, operates the cash register, serves food, keeps the cafeteria and kitchen clean and operates the dishwasher. Work is performed under supervision with detailed instructions being given for each new assignment.

EXAMPLES OF WORK (illustrative only):

- Assists in the preparation of meals, especially salads and desserts;
- Places entrees, salads, desserts and other food on the serving line;
- Keeps the serving line well-stocked and clean;
- Prepares made-to-order sandwiches;
- Operates the cash register, totaling food purchased, taking money and making change;
- May assist in training new employees;
- May assist in maintaining monthly inventory of goods;
- Stores and records food leftovers;
- Stocks coolers;
- Keeps cafeteria tables, kitchen and other areas clean and orderly;
- Loads, unloads, and operates a dishwasher;
- Balances cash taken to cash register tapes and counts and wraps money for deposit;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of the preparation and serving of foods; some knowledge of the operation and maintenance of a large kitchen; some knowledge of kitchen and cafeteria cleaning methods, the use of cleaning supplies and appliances and sanitation requirements; ability to operate a cash register; ability to perform simple mathematical calculations; good customer service skills; ability to read and write and understand written and oral directions; ability to maintain good working relationships with co-workers; ability to lift and maneuver food and food service equipment.

MINIMUM EDUCATION AND EXPERIENCE: Completion of the tenth grade and one (1) year of experience related to food service; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.