

FOOD SERVICE HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving assisting in the preparation and serving of food and the cleaning of food service equipment, utensils, preparation and serving areas. The work is performed under the direct supervision of a cook or other higher level food service position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in the preparation of a variety of foods for regular meals and between meal snacks; Prepares trays for serving according to regular and special instructions; Checks regular and special diet trays against diet orders to insure accuracy, temperature and appearance; Serves food on a line or delivers food to individuals; Completes routine forms related to the preparation and serving of food; Performs a variety of cleaning activities utilizing proper procedures including but not limited to cleaning of food service equipment, utensils and kitchen and dining areas; Assists in the storage of food and supplies; Assists in the care and maintenance of equipment; Observes acceptable personal hygiene practices at all times; Conducts oneself in a helpful, courteous manner at all times; Attends in service training and other required meetings; May assist in the orientation of new employees; May need to work closely with inmates.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the practices of food preparation; Working knowledge of cleaning and sanitation practices of food service equipment and areas; Working knowledge of facility rules and policies; Ability to understand and follow oral and written directions; Ability to get along well with others; Courtesy; Thoroughness; Dependability; Ability to perform required manual labor; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Revised 8/30/88; 6/21/89; 6/9/98; 5/16/17; 5/11/22

Reviewed 6/1/07