

DESCRIPTION: Under general supervision of a senior food service staff person, performs routine simple tasks in the kitchen or dining room of a state facility.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.

This is the entry/first level in a series of four (Aide, Assistant, Cook and Leader). Persons assigned to this class perform simple tasks in set-up and clean up. This is distinguished from the higher level classes in that persons assigned to this class do no food preparation while the higher levels perform increasingly complex food preparation.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Fills sugar, salt and pepper shakers, water glasses and coffee cups.

Sets tables with table cloth, dishes, glasses and silverware.

Clears tables, cleans hot carts, scrapes and prepares dishes for dishwashing machines.

Sweeps and mops floors, washes walls, tables and chairs.

Stocks serving line with silverware, trays, napkins, glasses and cups.

Moves tables, chairs and other dining room furniture.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: personal hygiene.

Ability to: learn simple tasks; follow simple directions; read, understand and follow basic sanitation standards, dining room and kitchen schedules, and, kitchen and dining room safety precautions; push, pull, bend, stoop, lift and carry food items, equipment and supplies.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these. Applicants who need accommodation in the selection process should request it in advance.)

There are no specific education or experience requirements for this position.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).