

**DESCRIPTION:** Under general supervision from a Food Service Leader or Supervisor, performs routine work in simple food preparation, serving and cleanup tasks in 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 second of four levels in the series (Aide, Assistant, Cook, and Leader). This class is distinguished from the Aide level in that it does simple food preparation and serving while the Aide does not. It is distinguished from the Cook class in that the Cook does the full scope of food preparation (cooking, baking, and grilling) from scratch (e.g., meats, casseroles, soups, breads, desserts). It is distinguished from the Leader in that it does not have lead worker responsibilities, however, it may provide guidance and direction to Aides and mentor new employees in the Assistant class.

**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.)

Prepares vegetables and fruits for salads, makes sandwiches, does grill and deep fat fryer cooking for short orders.

Arranges and serves food at the service counter.

Serves as cashier.

Instructs Food Service Aides in simple tasks.

Assists Food Service Cooks in preparing a variety of foods.

Operates automatic dishwashing equipment and insures that dishes and utensils meet facility standards for sanitation.

Cleans kitchen area equipment floors and walls.

Delivers food carts to outlying areas.

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

Knowledge of: personal hygiene; basic kitchen equipment supplies and utensils; basic food stuffs such as fruits, vegetables, bakery goods, meats and poultry; food preparation procedures for salads, sandwiches, short order items and other routinely prepared foods; facility standards and procedures for the cleaning of dishes, utensils, equipment and facilities; food sanitation and food preparation schedules.

Ability to: read, understand and follow facility kitchen and dining room safety practice; safely use knives and handle hot equipment or utensils; follow written and oral instructions; tolerate high temperature and

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high humidity; communicate effectively with facility residents, patients or members; bend, stoop, lift and carry food items, equipment and supplies.

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

Coursework, training and/or experience in food preparation, food service or working in a kitchen

**SPECIAL NOTES:**

Employees may be required to possess a valid Nebraska driver's license or the ability to provide independent authorized transportation.

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