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[Food Service Assistant](#)

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Food Service

M80011 - M80012

DESCRIPTION OF OCCUPATIONAL WORK

Positions in the Food Services series are involved with the preparation and serving of food and beverages and cleaning of the dining facilities, kitchens, and utensils in a State-operated facility. Work assignments range from routine preparation and serving of food to the performance of skilled cooking and baking or training, assigning, and monitoring food service staff and/or inmates in the preparation of food and the maintenance of preparation and serving areas.

Food Service Assistant

M80011

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

Under immediate to general supervision, performs routine work in simple food preparation, serving and cleanup tasks. Work assignments are clearly defined and performed under established work procedures and policies. Positions may provide training to new employees in this class or explain work processes but would not be assigned work leader responsibilities such as assigning and monitoring work.

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, performs grill and deep fat fryer cooking for short orders. Assists Food Service Workers in preparing a variety of foods.

Sets tables with tablecloth, dishes, glasses, and silverware. Fills sugar, salt and pepper shakers, and water glasses and coffee cups.

Arranges and serves food at the service counter. Stocks serving lines with silverware, trays, napkins, glasses and cups.

Serves as cashier.

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

Cleans kitchen equipment and walls; sweeps, mops, vacuums kitchen and/or dining area floors; cleans dining area walls, chairs, tables, and serving areas.

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

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: understand and follow facility kitchen and dining room safety practice; safely use knives and handle hot equipment or utensils; follow instructions; tolerate high temperature and high humidity; communicate effectively with facility residents, patients or members; bend, stoop, lift and carry food items, equipment and supplies; stand on feet for long periods of time.

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

There are no specific education or experience requirements.

SPECIAL NOTES:

Employees may be required to possess a valid driver's license to perform work related travel.

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Food Service Worker

M80012

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

Positions in this class work under the general supervision of a Food Service Supervisor or higher level and are assigned one or more of the following primary functions: performs skilled work in the preparation and serving of food; oversees food preparation, serving, and maintenance of kitchen sanitation by inmate workers in a secure correctional environment; or serves as a lead worker assigning and monitoring the work of at least three Food Service Assistant positions. Positions at this level follow established procedures and policies. Decisions made at this level are operational relating to the training and monitoring of lower level food staff and/or inmates in the proper food handling, serving, and cleaning of dining and food prep areas.

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, seasons, cooks, and bakes food items according to menus, special dietary or nutritional restrictions, and numbers of portions to be served.

Trains food service staff in the preparation of simple foods/snacks and in the serving of all food, and in dishwashing, cleaning, and routine equipment maintenance.

Cleans and maintains kitchen equipment. Oversees food service staff in the cleaning of kitchen or dining areas.

Maintains kitchen and dining room records. May order, receive, store and distribute food supplies.

Trains, monitors, and counsels inmate/offender workers (adult and youth) in the preparation and serving of food and maintaining sanitary conditions; assists with menu planning; performs administrative tasks related to food service management such as records maintenance, inventory counts, inspection and storage; monitors and reports on inmate/offender attendance and behavior; and performs security tasks as required by facility procedures.

May assist food service management personnel in scheduling and distributing the work assignments of food service staff and/or inmates.

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

Knowledge of: kitchen and dining room safety practices; special diets provided by the facility; recipes and cooking techniques for the preparation of meats, vegetables, soups, salads and baked goods; facility food preparation schedules; food sanitation practices; the proper handling and processing of a variety of vegetables and fruits; kitchen safety practices; kitchen equipment and utensils; facility standards and procedures for the cleaning of dishes, utensils, equipment and facilities; facility specific security and emergency procedures.

Ability to: communicate effectively with facility residents, patients, members, inmates, and co-workers; train lower level food service staff or inmates in all aspects of kitchen and dining room operations; prepare the most complex or difficult recipes; safely use sharp, heavy or hot kitchen equipment, utensils or supplies; understand and enforce rules governing the conduct of inmates; train and supervise in all aspects of kitchen and dining room operations; alter menus to accommodate needs and food stuffs on hand; keep records; follow instructions; tolerate high temperature and high humidity; 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 this in advance.)

Coursework, training and/or experience in food preparation, baking and/or kitchen operations in the food service industry or related field.

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

Some positions may require applicants to be of a specific minimum age to comply with State and/or facility accreditation regulations.

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

Established: July 2021

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date