

NONAPPROPRIATED FUND POSITION DESCRIPTION

JOB TITLE: Food Service Worker **POSITION NUMBER** 01-016A

JOB SERIES: 7408 **PAY LEVEL:** NA-3

Summary of Duties:

Performs tasks with several steps or sequence of tasks such as: sets up food service counters, steam tables, dining room tables, and side service stands with hot and cold food, including meats, vegetables, salads, desserts, bread, butter, and beverages. Serves food cafeteria-style to diners. Serves table family-style by placing dishes of food on tables and refilling as necessary. Makes coffee in large urns according to the number of servings desired, with responsibility for timing and brewing. Makes a variety of fruit and vegetable salads such as fresh fruit, tossed green, tomato and lettuce, and lettuce wedges. Serves food in standard portions by placing uniform amounts in small dishes or glasses in prescribed quantities. Makes simple sandwiches. Packs box lunches. Maintains water and detergent levels in dishwasher; removes strainer pans, inspection doors, etc., for proper cleaning of dishwasher, inside and out; removes calcium deposits as required; and restores room to orderliness.

May unload food from delivery trucks and move heavy garbage cans. May operate cash register and be responsible for own change fund.

Performs other related duties as assigned.

Skills and Knowledge: Skill to perform tasks with several steps and use judgment in the performance of sequential tasks. Concentration is required to serve uniform individual portions and to avoid distractions, such as when several people ask for different items at the same time. Simple arithmetic and the ability to read instructions is required.

Working knowledge of common sanitation procedures to prevent contamination.

Responsibility: Work is scheduled knowing what steps or sequences of steps are needed to complete the work. Follow specific oral or written instructions when changes or new assignments are made, but use some judgment in deciding that the standards of sanitation, attractiveness, timeliness, safety, and service are met (i.e., serving and individual portioning). The supervisor periodically checks to see that work is done on time and according to instructions.

Physical Effort: Work involves light to moderate physical effort such as frequently lifting or moving objects weighing up to 30 pounds, constantly standing and walking, and occasionally lifting up to 45 pounds.

Working Conditions: Work areas are often uncomfortably warm and noisy. Workers are exposed to minor cuts, bruises, burns, and scalds. There is danger of slipping on wet floors. Some workers are exposed to extreme temperatures of hot kitchens and walk-in refrigerators.