

Jurisdiction: Cortland County
Jurisdictional Class: Labor
Adopted: 10/20/05
Amended: 1/29/20; 11/17/22

FOOD SERVICE HELPER

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting in the preparation and service of food and in the cleaning of kitchens and kitchen equipment. The work is routine and manual in nature, and is performed under direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives, sorts, stacks, and inventories grocery supplies;
Transports food containers to and from kitchens and vehicles;
Participates in the preparation and serving of food;
Washes and puts away dishes, pots, and pans;
Sweeps, mops, and cleans kitchen;
Washes and sanitizes containers for transporting food;
Cleans dining rooms and wipes off tables;
May transport food and supplies to centers and homes;
May assist cooks/ senior center managers in any part of their duties;
May perform general office duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the proper methods of service food and food safety;
Working knowledge of the common methods of cleaning dishes, silverware, and kitchen utensils;
Working knowledge of the common methods of cleaning kitchens and kitchen appliances;
Ability to follow oral and written directions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENT:

Some positions may require possession of a valid New York State driver's license appropriate to the vehicles operated. If required, failure to maintain a NYS driver's license including driving privileges throughout employment will result in disciplinary action or dismissal.