

FOOD SERVICE HELPER

DISTINGUISHING FEATURES OF THE CLASS: This is routine, repetitive, manual work in the preparation and service of food and in the cleaning of work areas. Incumbents of this title assist in the preparation and serving of food, and maintain order and cleanliness in serving and kitchen work areas. Duties also include cleaning kitchen equipment, utensils and dishes. When the incumbent is assigned to a nutrition program, packaging of homebound meals and other related duties may be required. Work is performed under direct supervision. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares food by cleaning, cutting, slicing vegetables, meat and dairy products, and opening cans and other food containers;
Makes simple salads, coffee, tea and sandwiches, warms soups and butters bread;
Sets up steam and other counters, and sets tables;
Sets out portions of prepared food;
Serves food from steam tables or serving area;
Restocks serving line with food and supplies;
Operates various kitchen appliances such as slicer, mixer, potato peeler, dishwasher;
Clears tables of dirty dishes;
Fills sugar bowls and salt and pepper shakers;
Cleans dishware, trays, silverware, pots and pans, kitchen equipment, tables and floors;
Stores food and supplies upon delivery;
Updates inventory records;
May prepare meals for delivery to homebound clients, based on diet restrictions;
May assist in the warming and simple cooking of food;
May collect money and keep simple cash and inventory records;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

When assigned to the SNAP Program, may be assigned to:

Prepare meals for delivery to homebound clients, based on dietary restrictions;
Properly label homebound meal containers by program and dietary restrictions;
Maintain and update inventory records for supplies specifically needed for packaging of homebound meals ;
Communicate by telephone with, and provide information and reassurance to, homebound clients who are enrolled in various nutrition programs;
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Elementary knowledge of the proper method of food serving as well as care and cleaning of tableware, glassware, and kitchen equipment, including use of cleaning supplies and appliances; ability to follow simple oral and written directions.

MINIMUM QUALIFICATIONS: None is required.