

## **SENIOR FOOD SERVICE WORKER**

Code No. 4-16-089  
NON-COMPETITIVE\*

**DISTINGUISHING FEATURES OF THE CLASS:** This is a senior level position in the field of food preparation and service in a health care, school, or other institutional facility. Work involves checking trays at the end of a tray line to ensure food served complies with instructions on tray card and substitution lists. The employee reports directly to and works under the general supervision of a higher-level food service employee. Lead supervision is exercised over Food Service Workers or other staff. Work involves weekends, evenings, holidays, and rotating shifts. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed):

Performs final check of diet orders and food substitutions against food served on the tray line;

Arranges and assigns work stations according to menu and substitution lists;

Records, and completes log of, temperature of foods prior to service of all meals;

Fills requisitions and assists with special functions when needed;

Completes sanitation check-lists and assists with daily call-in log;

Oversees and may participate in sanitation activities of the dietary unit and assigned cleaning tasks;

Answers telephone and records any diet order changes;

Operates the point of sale and cashes out.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of the mechanics of food preparation and service in a health care, school or other institutional facility; good knowledge of sanitary techniques in the preparation and handling of food; good knowledge of food serving practices involving diet orders; ability to check diet orders for accuracy; ability to file and record; ability to establish and maintain good working relationships; ability to give provide lead supervision and give direction to others; ability to communicate orally and in writing; ability to maintain facility cleanliness; good judgment; flexibility; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Two (2) years paid full-time or its part-time equivalent experience in large scale\* food service which involved responsibility for food preparation, service and sanitation; OR
- (B) Possession of a ServSafe Food Handler Certificate issued by the National Restaurant Association, plus eighteen (18) months of paid full-time or its part-time equivalent experience as defined in (A) above.

\*for the purpose of these minimum qualifications large scale refers to at least fifteen (15) people.

Candidates qualifying under option (B) must submit a copy of their ServSafe Food Handler Certificate at time of application.

Monroe County Civil Service Commission

**ADOPTED:** July 25, 1985

**REVISED:** April 4, 2013

**REVISED:** September 5, 2024

\*Non-competitive for Monroe County Government Departments. Noted 7/30/10.

Approved non-competitive by New York State Civil Service Commission for Greece Central School District on April 17, 2012.