

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;

Supervises 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;

Provides lead supervision of Food Service Workers.

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 15 people.

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

ADOPTED: July 25, 1985

REVISED: April 4, 2013

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

Approved non-competitive by NYS Civil Service Commission for Greece Central School District on April 17, 2012