

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32712
Job Class Code:	300	Salary Schedule:	AREG
EEO Category:	08	Grade:	07
Workers Comp Code:	9040		

Job Code Established:	09/23/88	Effective Date:	
Job Code Revised:	09/28*92	Effective Date:	

JOB CODE SERIES: Housekeeping Series

JOB CODE TITLE: FOOD SERVICE WORKER II

HRIS TITLE: FOOD SVC WORKER II

CHARACTERISTICS OF THE CLASS: Works under general supervision of higher level food service personnel. Has the authority to exercise limited flexibility in choosing methods and procedures to complete assignments. Performs food preparation, serving and cleaning activities; may perform simple cooking tasks; may serve in a lead capacity. Work product consists of food products prepared for cooking and/or for serving; food properly portioned and attractively arranged; food carts ready for transportation to dining areas; dishes, utensils, kitchen equipment and food service areas cleaned in accordance with established procedures. Responsible for the quality and effectiveness of own individual contribution to the work unit; for timeliness of work.

EXAMPLES OF DUTIES: Works in dish or pot room; scrapes, rinses, racks and washes dishes; returns clean dishes to storage area; cleans dishwashing machine after use. Washes down, scrubs and cleans kitchen and other food service areas (counter, floors, tables, stoves and other surfaces). Sets up dining tables and/or food carts with appropriate dishes, silverware and accessories. Pans up bulk food and prepares pre-plated meals for delivery to serving area; covers to eliminate spilling and to prevent contamination. Transports food carts and bulk food containers to and from dining areas. Serves food by distributing trays/plates to residents. Interacts personally with residents in a helping role, in accordance with goals and objectives of the facility's program prepares raw food products to be cooked or readied for serving according to menu plan. Prepares a variety of foods such as salads, sandwiches and desserts; some simple cooking procedures may be required. Operates standard cooking equipment such as mixing machines, meat slicers, peelers, food choppers, etc.

Assists cooks in kitchen by bringing food to the kitchen area, setting it out or arranging it, placing it in refrigeration or in storage, according to instructions. Participates in establishing and maintaining a safe and sanitary work environment. Reviews menus for next day, daily count of residents, special activities, diet orders; determines what preparation work needs to be done. Receives food and supplies, checks quantities and specifications to ensure compliance with purchase orders; stores in proper area. Participates in in-service training and staff development programs for regularly employed staff. Confers with supervisor, presenting and resolving difficult problems or questions, discussing plans and actions to be taken; making decisions. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Lifts and carries boxes and cartons of food and supplies. Performs related work as required.

WORK CONDITIONS: Considerable standing, bending and walking; occasional damp, wet or slippery floors; frequently required to lift and carry food and/or supplies weighing 20 to 50 pounds; rotating shift work may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: methods, materials and practices of institutional food service; applicable sanitation and safety codes, rules and regulations; cleaning materials and techniques; portion control and utensils used

to serve food; food textures and consistencies as relate to resident's ability to consume them without difficulty; basic arithmetic computation methods; policies and procedures established for the work unit.

Skill in: using and operating food service equipment; preparing food products with minimal waste; presenting foods in an attractive manner; slicing, dicing and shredding products to achieve optimum present ability and freshness.

Ability to: establish and maintain work relationships; communicate verbally and in writing.; interpersonal relations; oral and written communications.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam. Required at time of appointment: possession of a valid, current food handler's permit.