

## **MUNICIPAL FOOD SERVICE HELPER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in the preparation and serving of food for a summer food program in a Town or Village. The employee is also responsible for cleaning and maintaining the work and service areas as well as the equipment used. The work is performed under the immediate supervision of the Municipal Food Service Manager. Supervision over the work of others is not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists Municipal Food Service Manager in the preparation of food for a summer program in a Town or Village;

Assists the Municipal Food Service Manager in the use of kitchen equipment used in the preparation of food;

Assists the Municipal Food Service Manager in ordering food;

Assists in the calculation of daily food preparation needs;

Assists in the maintenance of detailed logs of meals served and products used;

Maintains and cleans food storage areas;

Clean all aspects of the kitchen such as kitchen equipment, serving areas, etc.;

Fills condiment containers;

Washes and dries dishes, pots, pans, tableware, etc;

May serve as cashier and checker when required.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of the proper methods of serving and the preparation of food and of the care of tableware and kitchen equipment; working knowledge of safety and sanitation laws; ability to maintain simple records; ability to follow oral and written directions; neat personal appearance; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and, one (1) year of full-time paid experience, or its' part-time equivalent, in food preparation.