

SENIOR FOOD SERVICE AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving assisting in the preparation and serving of food and the cleaning of food service equipment, utensils, preparation, serving areas and throughout the building as needed. Food service work is performed under the direct supervision of a higher-level employee. Cleaning tasks are performed according to a well-established procedure, and general maintenance tasks are performed under direct supervision or according to specific instructions. General supervision is exercised over the work of other food service personnel. 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.

Handles the preparation of food by cleaning and chopping vegetables, mixing salads, chopping and slicing meats, buttering bread, making sandwiches, etc.;

Makes/serves coffee, tea, etc.;

Serves food;

Sets tables and clears them after meals;

Sets up serving lines/tables including silverware, napkins, serving utensils and plates;

Fills condiment containers;

Assists clients with opening containers of milk, butter, etc.;

Cleans dining rooms, dish and linen closets;

Washes and dries dishes, pots, pans and silverware by hand or machine;

Sweeps, mops and cleans kitchen;

May deliver food to other sites;

Tracks attendance at sites;

Assists clients with registration paperwork;

Performs routine clerical duties such as maintaining files, gathering, monitoring and ordering supplies, and creating weekly order sheets for the meal order;

May count money with other staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the proper methods of serving food and of the care of tableware and kitchen appliances; ability to follow oral or written directions; ability to maintain files, order supplies and perform routine clerical tasks; neat personal appearance; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma; **OR**
- B. One (1) year of full-time paid or its part-time equivalent experience in food service preparation and serving, of food; **OR**
- C. Possession of a ServSafe Food Handler Certificate issued by the National Restaurant Association, plus six (6) months of full-time paid or its part-time equivalent experience as defined in (B) above; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

ULSTER COUNTY

6198 SR FD AD

Classification: Proposed Non-Competitive

Grade: 6

Union: CSEA

Adopted: June 3, 2026