

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	FOOD SERVICE WORKER
DEPARTMENT:	PROBATION/SHERIFF
REPORTS TO:	HEAD COOK
CIVIL SERVICE:	YES

CLASS CODE: 4019
FLSA STATUS: N
DATE: 7/06
BARGAINING UNIT: SEIU

JOB SUMMARY:

Primary responsibility is performing a variety of entry-level tasks related to the preparation and serving of meals to inmates and staff members at Juvenile Hall or the County Jail.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level kitchen classification assigned to perform limited tasks related to the preparation and serving of meals. The Cook is distinguished from the Food Service Worker by the ability to work independently performing the full range of cook duties,

SUPERVISION EXERCISED:

The Food Services Worker exercises no supervision; however, but may provide training to other staff.

ESSENTIAL JOB FUNCTIONS: Duties may include, but are not limited to the following:

- Obtains tray, dining room and psychiatric ward meal counts; records meal counts.
- Prepares side dishes, such as toast, fruit, vegetables, salads, and desserts.
- Serves meals in dining room; packages meals for trays; transports meals to psychiatric ward.
- Counts utensils after each meal.
- Sets tables and prepares tray cart.
- Fills dispensers, such as mayonnaise, mustard, ketchup, salt and pepper.
- Restocks paper products, Styrofoam containers and lids, plates, plastic ware, and individual sugar, mayonnaise, mustard, salad dressing, ketchup and jelly supplies.
- Maintains clean and sanitary work area.
- Cleans and stores items such as dishes, pots, pans, and cooking utensils.
- Sweeps and mops dining room and kitchen areas.
- Empties trash containers; locks knife drawer, walk-in refrigerator and freezer, and doors; turns off lights, heaters, vents, dishwasher, radio; puts laundry in washer; and cleans drain baskets.
- Records food temperatures, and refrigerator and freezer temperatures.
- Orders food supplies; stores food and other supplies delivered by vendors; checks order for accuracy.
- Puts away leftover food; discards those foods which are no longer usable.
- In an emergency situation, may serve as cook.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Stove	Oven(s)	Refrigerator	Shredder	Meat Slicer
Toaster	Knives	Food Processor	Broom	Dishwasher
Mixer	Mop	Shop Vacuum		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED.

Licenses and Certifications:

Must obtain National Registry of Food Safety Professional (NRFSP) Certificate within six months of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic safe food handling.
- Applicable state, federal and local ordinances, laws, rules and regulations.

Skill in:

- Operating a variety of cooking and cleaning equipment.
- Maintaining records.
- Using tact, discretion, initiative and independent judgment within established guidelines.

Ability to:

- Establish and maintain effective working relationships with a variety of individuals.
- Understand and follow oral and written instructions.
- Read, understand and follow written and verbal instructions in order to operate machinery and other equipment.

Physical Abilities:

- While performing the essential functions of this job the employee is regularly required to walk, stand, use hands to finger, handle, or feel, reach with hands and arms, taste or smell, speak and hear, and lift and/or move up to 20 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

Working Conditions:

While performing the essential functions of this position the employee is frequently exposed to moving mechanical parts. The incumbent's working conditions are typically moderately quiet, but may be loud at times.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.