

CLASS TITLE:

FOOD SERVICE AIDE

Class Code: 02146200
Pay Grade: 08A
EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: As assigned: to serve sandwiches, beverages, and other light refreshments; to sell a variety of articles for personal use; to perform duties of a waiter or waitress; and to do related work as required.

SUPERVISION RECEIVED: Works under the supervision of a superior who assigns task and reviews work upon completion.

SUPERVISION EXERCISED: May supervise student or patient help assigned to perform simple tasks.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

As assigned:

To serve sandwiches, pastry, beverages, or other light refreshments to employees, general public, students, or to patients.

To prepare and serve coffee, tea, milk drinks, fruit drinks or other beverages, ice cream sodas and other fountain beverages and refreshments; to make sandwiches and to perform simple cooking tasks such as cooking bacon, eggs, ham, etc.

To sell a variety of sundry articles for personal use; to arrange stock on a counter, replenish supplies, take inventories according to explicit instructions, and to prepare simple reports relating to sales and inventories; to operate a cash register and to make change accurately and account for funds.

To set tables with cutlery, sugar, salt and pepper, napkins, etc.; to fill water glasses; to take and transmit written or oral orders for food and beverages; to carry and serve such orders; to compute cost of such orders and present diners with checks for same; to clean tables when diners have eaten; when necessary, to remove dishes, cutlery, glassware, etc., to a designated place for washing.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with the methods and techniques usually employed in serving diners at a counter or at a table and the ability to apply such methods and techniques; the ability to make sandwiches and to perform simple cooking task such as cooking bacon, eggs, ham, etc.; the ability to learn the operation of a cash register and to keep simple records; the ability to understand and follow simple instructions; the ability to perform duties in a courteous and cheerful manner; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of ten school grades; or,

Experience: Such as may have been gained through: employment requiring the following of simple instructions in performing routine repetitive work such as serving persons at a counter or at a table, or as a sales clerk, or soda clerk.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

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