

CLASS TITLE:**SENIOR FOOD SERVICE AIDE**

Class Code: 02146300
Pay Grade: 13A
EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise the work of assistants engaged in the preparation and serving of sandwiches, beverages and other light refreshments, and selling a variety of articles generally for personal use in a canteen or similar type of food service unit; or to assist in the supervision of the work of others engaged in serving diners at a counter and/or at tables in a cafeteria or dining room for patients, students, employees, or the public; in addition, to perform duties of a Food Service Aide; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom are received general and specific assignments and instructions; work is reviewed for compliance with such instructions and for satisfactory performance of assigned tasks.

SUPERVISION EXERCISED: To supervise and review the work of assistants in a canteen for satisfactory performance of assigned tasks; or, to assist in the supervision and review of others engaged in serving diners at a counter and at tables in a cafeteria or dining room.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In a canteen or similar type of food service unit, to supervise the work of others engaged in performing such tasks as: making sandwiches and simple cooking such as cooking bacon, eggs, ham; serving sandwiches, pastry, beverages, or other light refreshments to patients, employees, students or the public; preparing and serving coffee, tea, milk drinks, fruit drinks or other beverages, ice cream sodas and other fountain beverages and refreshments; selling a variety of sundry articles for personal use; maintaining work area in a clean and sanitary condition; in addition to these duties, to serve as a Food Service Aide as required. To be responsible for the display of stock for sale, replenishing of same, and the taking of inventories according to explicit instructions; to prepare and submit simple reports of sales and inventories; to verify total of cash receipts with cash register reading and to deposit money, with pertinent data, according to prescribed procedures. Subject to approval of a superior, to requisition and purchase all necessary supplies and equipment.

Or, to assist in the supervision of the work of others engaged in serving diners at a counter and/or at tables in a cafeteria or dining room for employees, students or the public involving: the setting of tables with cutlery, sugar, salt and pepper, napkins, etc; the filling of water glasses; the taking and transmitting of written or oral orders for food and beverages; the carrying and serving of such orders; the computing of the cost of such orders; the cleaning of tables when diners have eaten; when necessary, the removing of dishes, cutlery, glassware, etc., to a designated place for washing. In addition, to serve as a Food Service Aide.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods and techniques usually employed in serving diners at a counter and/or at tables and the ability to apply such methods and techniques; the ability to supervise the work of others engaged in making sandwiches, performing simple cooking tasks such as cooking bacon, eggs, ham; serving light refreshments and selling a variety of articles for personal use in a canteen or similar type of food service unit; the ability to assist in the

supervision and review of the work of others engaged in serving diners at a counter and/or at tables in a cafeteria or dining room; the ability to keep records of a non-complex nature relating to cash sales, to the inventory of articles for personal use, and to the inventory of foods and beverages of a non-perishable nature; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

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

Experience: Such as may have been gained through: employment as a waiter or waitress with some experience in making sandwiches and performing simple cooking tasks such as described above, and with responsibility for keeping records of a non-complex nature relating to work performed; or employment as a Food Service Aide.

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

Editorial Review: 3/15/03