Senior Food Service Helper
Tompkins County

Department: Various School Districts Throughout Tompkins County
Classification: 10/11/72; NC per the NYS CSC for all School Districts 12/18/72
Approved: 10/11/72
Revised: 11/00; 03/06; 11/16
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

One year of experience in food service or food preparation.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

Prepares or assists in the preparation of and supervises the serving of meals in a school cafeteria. This is a working supervisory position involving the responsibility for the serving of attractive meals to students and teachers in the school cafeteria. The work is performed under the general supervision of a Cook, Head Cook or School Lunch Manager. Direct supervision is exercised over assigned Food Service Helpers. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- May prepare light meals as assigned by the Cook, Head Cook, or School Lunch Manager, such as, but not limited to: oatmeal, soup, sandwiches, etc.
- Sees that meals are served hot and are attractive in appearance;
- Oversees and assists in the cleaning of dining room tables, kitchen equipment and refrigeration;
- Requisitions supplies from the central storeroom;
- Keeps track of foods to prevent waste;
- Maintains records of meals served;
- Maintains records of cash received, wraps coins, makes out deposit slips and transmits to the central office;
- May act as cashier during lunch hours;
- Keeps time records of employees;
- Takes inventory of silverware, glassware, dishes and other equipment;
- Takes inventory and notifies superiors when supplies need reordering.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the proper methods of preparing and serving food;
- Good knowledge of the proper methods used in the care and cleaning of tableware, glassware, and silver;
- Good knowledge of the proper methods and supplies used in the care and cleaning of kitchen appliances;
- Ability to keep simple records and make reports;
- Ability to plan and supervise the work of others;
- Honesty, initiative, and reliability are required;
- Good personal hygiene;
- The employee’s physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created 10/11/72

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the proper methods of preparing and serving food; Good knowledge of the proper methods used in the care and cleaning of tableware, glassware, and silver; Good knowledge of the proper methods and supplies used in the care and cleaning of kitchen appliances; Ability to keep simple records and make reports; Ability to plan and supervise the work of others; Honesty, initiative, and reliability are required; Good personal hygiene; Physical condition commensurate with the demands of the position.

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