



**Classification:** Food Service Helper I

**Title Code:** V00321

**Pay Range:** 05

### **POSITION SUMMARY:**

This is an entry-level position in which the individual performs a variety of housekeeping tasks at the Academy kitchen and dining room. Work includes washing and polishing kitchen utensils, dishes, and equipment; sweeping, mopping, and buffing floors in assigned work area. Duties also include receiving, unpacking, and/or storing kitchen supplies and foodstuffs. Work is assigned and performed in accordance with established routines. Instructions are specific in nature and work is subject to close inspection during progress and upon completion.

### **DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Washes pots, pans, dishes, utensils, and other kitchen equipment either by hand or via the dishwasher; cleans walls, fixtures, tables, chairs, and windows as required.

Sweeps, strips, cleans, waxes, and polishes floors with a mechanical buffer; transports tables and chairs to facilitate cleaning the floors.

Receives, unpacks, and stores kitchen supplies and foodstuffs; checks invoices against supplies received, as needed.

Replenishes dispensers of food and disposable supplies in the cafeteria, e.g., salt and pepper shakers, drink dispensers, condiment bowls, etc., as needed.

Performs other related work as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to perform manual labor such as washing dishes and kitchen utensils and loading and unloading an institutional dishwasher.

Ability to clean, wax, and polish floors.

Ability to operate powered equipment, e.g., buffer and institutional dishwasher, in the performance of assigned tasks.

Ability to lift and transport tables and chairs (up to 70 lbs.) to facilitate cleaning the floors.

Ability to lift and transport boxes of supplies (up to 60 lbs.) to appropriate storage locations.

Ability to learn and practice Department of Health standards/regulations applicable to institutional dining rooms and kitchens; practices personal cleanliness and free of communicable disease as required by the Department of Health.

Ability to work independently with general supervision.

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Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Completion of the tenth grade.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be at least eighteen years old at the time of appointment.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.