

Geneva School – Vacancy

Salary range: \$15.80 - \$17.80/hr

FOOD SERVICE HELPER II

DISTINGUISHING FEATURES OF THE CLASS: This is manual work performed under immediate supervision in connection with the preparation and service of food in a school cafeteria. Food Service Helpers may occasionally perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook. This class differs from Food Service Helper I in that incumbents run cash registers and collect lunch money. The work is performed under supervision of a Cook or Cook-Manager with limited leeway allowed for exercise of independent judgment in carrying out details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Serves all foods as required;
Cleans tables and chairs;
Runs cash register and collects lunch money from students and staff;
Picks up serving trays and papers and returns to cleaning area;
Cleans dining rooms, dish and linen closets;
Cleans, washes and otherwise prepares vegetables and fruit for cooking;
Assists in the preparation of salads and desserts;
Helps Cooks in any phase of their duties;
Washes dishes, pots and pans and delivery units by hand or machine;
Prepares list of lunch money collected, rolls coins and brings to office for bank deposit;
Sweeps, mops and cleans kitchen and serving area;
Empties and sanitizes trash can;
May assist on the school lunch trucks, delivering and returning food and supplies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances; ability to count, make change and operate a cash register; ability to follow oral and written directions; ability to stand for extended periods of time.

MINIMUM QUALIFICATIONS: Six months of paid experience in food preparation.

REVISED: MARCH 21, 2001

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE