

SENIOR FOOD SERVICE HELPER

DISTINGUISHING FEATURES OF THE CLASS: These positions are located in schools where a Cook-Manager or Cook is not present to supervise the work of Food Service Helpers. This is routine work involving the responsibility for implementing a lunch program in a school according to specific instructions and established policy, and to ascertain that work is done on a timely basis. Work is performed under general direction of the School Lunch Manager and general supervision of a Cook-Manager. The employee leads and participates in the preparation and serving of school lunches, maintains a constant report to Cook-Manager for supplies needed, and is responsible for daily cash receipts. Direct supervision is exercised over Food Service Helpers in the school in which the position is located. A Senior Food Service Helper does related work as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

- Guides Food Service Helpers in work to be accomplished before service time or before check-out at the end of the day;
- Reports absenteeism and personnel problems to School Lunch Manager or Cook-Manager;
- Maintains constant check on stockroom and advises Cook-Manager, at least three days in advance of menu, what supplies are needed;
- Sells tickets and keeps account of charges;
- Acts as cashier and checks money on a daily basis;
- Takes daily cash receipts to Board Office at the Olean High School;
- Updates free lunch and reduced lunch approvals;
- Does simple record keeping on a daily basis;
- Leads and assists in preparing main menu items on a daily basis and makes preparation for future menus;
- Leads and assists in clean-up as necessary;
- Assumes responsibility for kitchen sanitation and equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of proper methods of preparing and serving food, ability to follow oral and written directions; ability to give directions to subordinate employees; ability to keep simple accounts, honesty, physical condition commensurate to the demands of the position.

MINIMUM QUALIFICATIONS: At least six months experience as a Food Service Helper or a combination of experience and training sufficient to indicate ability to do work.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: