

FOOD SERVICE SANITATION SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
0024	Food Service Sanitation Laborer	10	383	6 mo.	10/01/05	Revised
0025	Food Service Stores-Laborer	10	383	6 mo.	10/01/05	Revised

Promotional Line: 235

Series Narrative

Employees in this series perform and/or coordinate work involved in the cleaning of dishes and kitchen utensils in a food service unit and may assist with the preparation and serving of food. They also perform and/or coordinate other heavy labor in the food service area and may be involved in the storage of food or kitchen equipment. Maintaining safe and sanitary conditions of all work areas, including kitchens, storerooms and refrigerators, is one of the primary responsibilities for employees in this series.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Food Service Sanitation Laborer 0024

Employees at this level perform routine sanitation duties in a food service area.

A Food Service Sanitation Laborer typically –

1. Scrapes dishes
2. Operates machines and/or hand washes pots, pans, dishes, and silverware; responsible for the storage of cleaned pots and pans
3. Cleans and polishes silver
4. Maintains equipment and supplies needed in service area; reports equipment failures to the designated supervisor
5. Scours and/or cleans counters, cabinets, tables, kitchen equipment, and fixtures in a food service unit
6. Cleans garbage cans and disposes of garbage
7. Transports dishes, utensils, equipment, supplies to and from proper storage areas; sets up tables, counters, and trays for service; clears tables and transports soiled dishes to kitchen
8. Assists in arrangement of dining area/food service equipment
9. Assists in production, transporting and serving of food, as necessary
10. Sweeps and dusts food service unit; washes, mops, and scrubs floors and washes walls (as required) in kitchen and serving areas

11. Responsible for maintaining supplies of detergents and other cleaning agents
12. Maintains work areas in accordance with federal, state, and regulatory agencies' food safety standards
13. Assists in checking incoming orders against proper forms
14. Assists in counting, weighing, and marking prices and dates on supplies
15. Performs other related duties as assigned

Level II: Food Service Stores-Laborer**0025**

Employees at this level perform complex sanitation duties in a food service area.

A Food Service Stores-Laborer typically –

1. Coordinates the work of staff engaged in the sanitation of food service areas
2. Maintains records and assists with reports related to food, equipment and related supplies
3. Receives, stores, and issues food, equipment and supplies
4. Checks incoming orders against proper forms
5. Counts, weighs, and marks prices and dates on supplies
6. Maintains work areas in accordance with federal, state, and regulatory agencies' food safety standards
7. Performs duties of previous lower level of series, as necessary
8. Performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Food Service Sanitation Laborer****0024**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

None

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of use and operation of cleaning solutions and equipment
2. Basic knowledge of food sanitation methods
3. Ability to move heavy objects
4. Ability and willingness to follow instructions

5. Basic mechanical ability
6. Basic math and reading skills

Level II: Food Service Stores-Laborer**0025****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

One year of experience in the food service industry (may include sanitation and/or storekeeping duties), such as in a restaurant or cafeteria setting

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of use and operation of cleaning solutions and equipment
2. Knowledge of food sanitation methods
3. Ability to move heavy objects
4. Ability and willingness to follow instructions
5. Basic mechanical ability
6. Basic math and reading skills