

KITCHEN 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>
	Kitchen Sanitation I	10	383	6 mo.	00/00/00	Revised
	Kitchen Sanitation II	10	383	6 mo.	00/00/00	Revised

Promotional Line: 235

Series Narrative

Employees in this series perform and/or supervise work involved in the cleaning of dishes and kitchen utensils in a food service unit. They also perform and/or supervise 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: Kitchen Sanitation I

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

A Kitchen Sanitation I typically –

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

13. Responsible for the storage of cleaned pots and pans
14. Maintains work areas in accordance with industry food safety standards
15. Assists in checking incoming orders against proper forms
16. Assists in counting, weighing, and marking prices and dates on supplies
17. Performs other related duties as assigned

Level II: Kitchen Sanitation II

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

A Kitchen Sanitation II typically –

1. Supervises, instructs, and plans the work of staff engaged in the sanitation of food service areas
2. Maintains records and makes reports, establishes inventory control, and prepares cost analyses and other reports related to the storage of food, equipment and related supplies
3. Receives, stores, and issues food and equipment
4. Checks incoming orders against proper forms
5. Counts, weighs, and marks prices and dates on supplies
6. Performs duties of previous lower level of series, as necessary
7. Performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Kitchen Sanitation I**

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 do heavy lifting
4. Ability and willingness to follow instructions
5. Basic mechanical ability

Level II: Kitchen Sanitation II

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. One year of sanitation experience in the food service industry, such as 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 do heavy lifting
4. Ability and willingness to follow instructions
5. Basic mechanical ability