

## FOOD SERVICE SERIES

| Code No. | Class Title | Occ.<br>Area | Work<br>Area | Prob.<br>Period | Effective<br>Date | Last<br>Action |
|----------|-------------|--------------|--------------|-----------------|-------------------|----------------|
| 0000     | Food I      |              |              |                 |                   |                |
| 0000     | Food II     |              |              |                 |                   |                |
| 0000     | Food III    |              |              |                 |                   |                |
| 0000     | Food IV     |              |              |                 |                   |                |
| 0000     | Food V      |              |              |                 |                   |                |

### *Promotional Line:*

#### Series Narrative

Employees typically perform general tasks related to preparing food and sanitation of kitchen/dining facilities. Specific tasks include, cooking/service, set up lines by arranging food and/or dessert; wash and stack dishes; clean and scrub pots and pans; clean conveyers, rack and set up trays and may serve customers in a cafeteria or restaurant setting. At higher levels, incumbents may serve as work leaders for groups in the performance of food preparation, serving and/or general maintenance functions. Incumbents plan menus; supervise the ordering, receiving, storing and issuing of food items; coordinate the preparation and serving of food; maintain quantity and quality control; supervise the maintenance of sanitary and safety standards for food preparation. All employees are responsible to assist in assuring that work areas conform to federal, state, and regulatory agencies' food safety standards.

#### DESCRIPTIONS OF LEVELS OF WORK

**Level I: Food I** **0000**  
***FOOD SERVICE WORKER I; COOK HELPER, KITCHEN HELPER, SNACK BAR ATTENDANT***

The incumbents at this level perform a variety of repetitive tasks in a food service unit. They work under direct supervision from a designated supervisor.

A Food I typically –

1. assists in arrangement of dining area/food service equipment sets up tables and trays. (FSWI1\*\*)
2. assists in preparing salads, prepares cold plate combinations, prepares ingredients and makes sandwiches. (Cook Helper 5, 6, 7) (SBA1) (Kitchen Helper1)
3. assists in preparing food for cooking, including meats, fish, fruits, vegetables, and other food for serving. (Cook Helper2) (Kitchen Helper1) (SBA1)
4. scrapes dishes and cleans tables and trays. (FSWI2)
5. operates dishwashing and silver washing machines. (FSWI3)
6. performs hand dishwashing (FSWI4); responsible for the storage of cleaned pots and pans. (CIAS1)

7. cleans and polishes kitchen items and silver (FSWI5); cleans up spilled food or beverage or broken dishes and removes trash. (CJASI)
8. sweeps, dusts, and cleans food service unit (FSWI7); washes, mops, and scrubs floors.
9. scours and/or cleans counters, cabinets, tables, kitchen equipment, and fixtures in a food service unit; clears tables and carries soiled dishes to kitchen. (FSWI6)
10. places food trays over food warmers for immediate service, or stores them in refrigerated storage cabinets.
11. performs other related duties as assigned.

**Level II: Food II****0000**

***SNACK BAR ATTENDANT, FOOD SERVICE WORKER II; COOKS HELPER; KITCHEN HELPER, BAKER I, (Snack Bar Attendant – may need to have as standalone series and revise to more of a “Food Court” Series)***

These employees perform routine and repetitive kitchen tasks such as simple food preparations prior to cooking or serving raw food; compile and prepare ingredients prior to cooking; set table, serve food and clean-up food service equipment and areas. They work under direct supervision from a designated supervisor.

A Food II typically –

1. assists in preparing salads, prepares cold plate combinations, prepares ingredients and makes sandwiches. (Cook Helper 5, 6, 7) (SBA1) (Kitchen Helper1)
2. prepares or assists in the preparation of food items, including such tasks as cleaning, dicing, and peeling vegetables, and weighing, measuring, and mixing ingredients. (FSWII1) (Kitchen Helper1) (Baker12) (Cook Helper2) (Kitchen Helper1) (SBA1)
3. performs simple cooking (such as boiling eggs, making toast, and making coffee) (FSWII3), short order items such as hot cereals, eggs, sausage, bacon, etc. (Cook Helper 1) (SBA1); assists in mixing, kneading, panning, and baking bread/pastries. (Baker I1)
4. prepares food for serving, including such tasks as cutting pies, placing individual servings on plates, and making sodas and sandwiches. (CJASI)
5. assists in serving of food as required. (CJASI)
6. places food trays over food warmers for immediate service, or stores them in refrigerated storage cabinets.
7. cleans and sanitizes work areas, counters, tables, equipment, utensils, dishes, or silverware. (Cook Helper 4) (SBA7) (Kitchen Helper2 3) (Kitchen Helper6) (Baker15), 2)
8. stores food in designated containers and storage areas to prevent spoilage. (Baker17)

9. may oversee and train student assistants and/or assigned personnel as required. (SBA2)
10. maintains equipment and supplies needed in service area. (FSWII5) (SBA3) (Baker I3)
11. may participate in planning menus.
12. greets customers, checks ID card, assist customer, as needed.
13. prepares and wraps food for sales in snack bar/retail locations.
14. portions, serves and wraps the food, or places it directly on plates for service to patrons. (previously at the II level) (Kit Helper4)
15. takes orders; relays messages; and places dishes before diners. (FSWII6) (Kit Helper 4)
16. fills beverage or ice dispensers.
17. makes minor adjustments to equipment in service area; reports equipment failures to the designated supervisor.
18. performs duties consistent with the lower-level in this series.
19. performs other related duties as assigned.

**Level III: Food III****0000**

**FOOD SERVICE WORKER III; COOK; FIRST COOK; SECOND COOK, BAKER II, TEST KITCHEN COOK, GRILL COOK**

These employees typically prepare food by various methods with a full variety of menu items from standardized and portion size recipes, dietary manuals, oral or written instructions and cycle menus including preparing modified diets. They may direct lower level kitchen tasks performed by others regarding the serving of food, kitchen cleanup procedures and minor food preparation, such as peeling vegetables, making toast, mixing juice, etc. They work under direct supervision from a designated supervisor.

A Food III typically –

1. prepares food for cooking, such as cleaning and cutting meat, fish, or poultry. (First Cook1) (Second Cook1) (Test Kitchen Cook 1)
2. cooks food items including grilling, baking, braising, frying, and deep frying. (Grill Cook1) (FSWIII1) (Cook1) (First Cook 1) (Second Cook1) (Test Kitchen Cook 1)
3. performs recipe construction, recipe sizing for meats, poultry, fish, vegetables, starches, soups, sauces, gravies, vegetarian, and vegan items.
4. bakes bread, rolls, cakes, and other pastries. (FSWIII3) (BakerII1,2) (Cook5) First Cook5) (Second Cook5) (Baker II 1, 2, 3)

5. serves food as required. (CJASI)
6. prepares and cooks cereal, soup, fruits, meats, fish, poultry, gravies, vegetables, and prepares other foods i.e. salads, desserts. (Grill Cook4) (FSWIII1,4, 5) (Cook4) (First Cook4) (Second Cook4)
7. cooks according to menus, special dietary or nutritional restrictions, or the number of portions to be served. (FSWIII2) (BakerII3) (Cook2) (First Cook2) (Second Cook2) (Test Kitchen Cook 2, 3)
8. cleans and inspects equipment, kitchen appliances, and work areas to ensure cleanliness and functional operation. (FSWIII7) (BakerII4,5) (Cook7) (First Cook7) (Second Cook7) (Baker II4, 5) (Test Kitchen Cook 4, 5)
9. oversees and/or directs activities of workers who assist in preparing and serving meals; trains employees. (FSWIII9) (BakerII6) (Cook3) (First Cook3) (Second Cook3) (Baker II6) (Test Kitchen Cook 6)
10. compiles and maintains records of food use and expenditures, takes inventory of supplies and equipment, and prepares simple reports. (FSWIII8)
11. plans the disposal of left-over food, following procedures and supervisor approval. (FSWIII6)
12. performs duties consistent with the lower-level in this series. (Grill Cook 3, 6, 9) (Cook6) (First Cook6) (Second Cook6)
13. performs other related duties as assigned.

**Level IV: Food IV****0000*****FOOD SERVICE WORKER IV; BAKER III, SNACK BAR SUPERVISOR***

These employees typically are responsible for the food service operation at a complex institution. The primary duties focus on higher level functions such as planning, procurement of food, cleaning supplies and equipment, inventory control, preparing menus, keeping records and preparing reports, and the supervision of staff.

A Food IV typically –

1. performs and/or directs the performance of complex quantity cooking and baking that requires a thorough knowledge of cooking techniques.
2. trains workers in food preparation, service, sanitation, and safety procedures. (Snack Bar Sup1 2)
3. prepares and bakes cakes, cookies, cobblers, pies, puddings, doughnuts, and other desserts, prepares icings, toppings, fillings, and sauces for baked goods. (Baker III2, 3)
4. supervises and participates in kitchen and dining area cleaning activities. (FSWIV4) (Baker III5) (Snack Bar Sup 1)

5. assists with inventories of food, prepares and reports shortages to designated personnel. (FSWIV5)
6. assists higher level staff with the purchase or requisition supplies and equipment needed to ensure quality and timely delivery of services. (FSWIV) (Snack Bar Sup 3)
7. observes and evaluates workers and work procedures to ensure quality standards and service, and completes disciplinary write-ups. (FSWIV3) (Baker III5, 6) (Snack Bar Sup1)
8. assists with determining food portions and courses, production and time sequences, and workstation and equipment arrangements.
9. prepares and cooks food for special diets from recipes formulated by a dietitian or other employees. (CJASI)
10. supervises the use and disposal of left-over foodstuff. (CJASI)
11. participates in planning menus. (FSWIV1)
12. assists in estimating food quantities to be ordered and cooked for a designated or varying number of persons. (FSWIV5)
13. is responsible for the evaluation and maintenance of sanitary conditions. (FSWIV5) (BakerIII4) (Snack Bar Sup 4)
14. keeps records and writes reports. (Snack Bar Sup6)
15. receives cash/checks, debit/credit cards, maintains cash, and makes deposits. (Snack Bar Sup 5 7)
16. performs duties consistent with the lower-level in this series.
17. performs other related duties as assigned.

**Level V: Food V****0000****BAKER IV, HEAD COOK**

These employees typically are responsible for the food service operation. Duties focus on higher level functions such as planning, procurement of food, cleaning supplies and equipment, inventory control, preparing menus, keeping records and preparing reports. These positions also often have primary 1<sup>st</sup> line supervision of kitchen or similar staff.

A Food V typically –

1. supervises, instructs, and plans the work of others engaged in the preparation of large-scale regular meals and specialty items such as baked goods, etc. (Head Cook 1) (Baker IV 1)
2. assists in cooking meats and vegetables, carves meats, and assists in and supervises preparation of salads and desserts. (Head Cook 2)

3. is responsible for inspecting and approving the quality standards of finished food or specialty items such as bakery products. (Baker IV7)
4. assists in the planning of menus including special diets. (Head Cook 1, 3)
5. estimates food quantities to be cooked for a designated number of persons to be served according to menus. (Head Cook4) (Baker IV)
6. requisitions food supplies from storeroom through supervisor. (Head Cook 5) (Baker IV6)
7. assumes responsibility for sanitary conditions of kitchens, storerooms, and refrigerators. (Head Cook 6)
8. keeps records and makes reports. (Head Cook 7) (Baker IV8)
9. prepares and bakes cakes, pastries, and hot breads as required. (Head Cook 8, Baker IV 1, 2)
10. performs duties consistent with the lower-level in this series.
11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Food I**

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of the American National Standards Institute-accredited training/certificate in basic safe food handling principles.

**OR**

1. **None**

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Cleanliness -- Knowledge of sanitary procedures and directives; how to use simple cleaning solutions and equipment.
2. A strong service orientation, actively looking for ways to help people.
3. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

4. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
5. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

**Level II: Food II****0000**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of the American National Standards Institute-accredited training/certificate in basic safe food handling principles.
2. **Six (6 months)** of experience in food preparation in a commercial setting.

**OR**

1. **None**

## KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of food terms, materials, equipment and methods used to prepare food.
2. Knowledge of - Materials and methods used to prepare food on a large scale, use and care of relevant utensils and equipment and food values and nutrition.
3. A strong service orientation, actively looking for ways to help people.
4. Cleanliness -- knowledge of sanitary procedures and directives; how to use simple cleaning solutions and equipment.
5. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
6. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
7. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

**Level III: Food III****0000**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of the American National Standards Institute-accredited training/certificate in basic safe food handling principles.

2. **One year (1) (12 months)** of experience in food service cooking in a commercial setting that is comparable to that described in the Food II level.

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge - Materials and methods used to prepare food on a large scale, use and care of relevant utensils and equipment and food values and nutrition.
2. Ability - Plan meals on a large scale.
3. Supervision - Ability to work with and supervise other kitchen employees.
4. Cleanliness -- Knowledge of sanitary procedures and directives; how to use simple cleaning solutions and equipment.
5. Standard mathematics such as addition, subtraction, calculation of fractions, percentages.
6. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
7. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
8. Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
9. Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
10. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
11. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

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#### **Level IV: Food IV**

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#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of the American National Standards Institute-accredited training/certificate in basic safe food handling principles.
2. **Two (2) years (24 months)** of experience in quantity cooking in a commercial setting.



3. **One (1) year (12 months)** of experience comparable to that described in the Food III level.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge - Materials and methods used to prepare food on a large scale, use and care of relevant utensils and equipment and food values and nutrition.
2. Knowledge of current principles and practices of large-scale kitchen management, sanitary procedures and directives.
3. Ability - Plan simple menus.
4. Supervision - Ability to supervise and instruct subordinates.
5. Service orientation - Actively looking for ways to help people.
6. Standard mathematics such as addition, subtraction, calculation of fractions, percentages.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
9. Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
10. Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
11. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
12. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

**Level IV: Food V**

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of the American National Standards Institute-accredited training/certificate in basic safe food handling principles.
2. **Three (3) years (36 months)** of experience in quantity cooking in a commercial setting.

3. **One (1) year (12 months)** of experience comparable to that described in the Food IV level.

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge - Materials and methods used to prepare food on a large scale, use and care of relevant utensils and equipment and food values and nutrition.
2. Knowledge of current principles and practices of large-scale kitchen management, sanitary procedures and directives.
3. Ability - Plan simple menus.
4. Supervision - Ability to supervise and instruct subordinates.
5. Service orientation - Actively looking for ways to help people.
6. Standard mathematics such as addition, subtraction, calculation of fractions, percentages.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
9. Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
10. Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
11. Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.
12. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

*\*\*Please note contained on this draft are the 'classification initials' that generally correspond or reference current class specification(s)/duties. This information is provided as a general guide and will not encompass all duties or necessarily be an exact match to the current specification/duty.*