

**OCCUPATIONAL GROUP: Facilities Support**

**CLASS FAMILY: Food Services**

**CLASS FAMILY DESCRIPTION:**

**This family of positions includes those whose purpose is to prepare and cook large quantities of food for institutions such as schools, hospitals or cafeterias for agencies in the State.**

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**CLASS TITLE: Food Services Worker**

**DISTINGUISHING CHARACTERISTICS:**

These positions, under direct supervision, assist in the preparation and/or service of food served in state facilities. They do not have budgetary or supervisory responsibilities. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assists cook in preparation of food.
- Washes and cleans dishes, pans, and equipment used in the preparation of food.
- Serves food to diners, tableside or cafeteria-style.
- Cleans the dining room thoroughly including floors, tables, etc.
- Assembles and delivers trays for patients in a hospital.
- Stocks shelves.
- Assists in inventories and maintenance of consumables and other items.
- Disposes of trash.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of food handling and preparation health rules.
- Knowledge of equipment used in the preparation and service of food.
- Ability to read, write, and perform basic arithmetic.
- Ability to follow written and oral instruction.

**MINIMUM QUALIFICATIONS:**

**Education:** No formal training necessary.

**Experience:** No experience required.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** Food Handler's Certificate required within seven days after appointment.

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**CLASS TITLE:** Cook

**DISTINGUISHING CHARACTERISTICS:**

These positions, under general supervision, prepare, cook and/or bake food served in state facilities. They may perform some clerical responsibilities, such as recordkeeping. They do not have budgetary responsibilities, but may direct the work of food services workers. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Cooks meats, vegetables, and pastries in accordance with standard recipes or oral instructions.
- Prepares regular and special diets.
- Operates mixers, ovens, steamers, peelers, grills and other food preparation equipment.
- Sets up cafeteria lines and serves meals on the line or in the dining room.
- Receives and stores food and food service items.
- Cleans stoves, refrigerators and work areas.
- Trains new workers in food preparation and kitchen procedures.
- May order or participate in ordering food and supplies.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the methods and equipment used in large scale food preparation and the preparation and serving of food in large-scale kitchens.
- Knowledge of terminology, temperature and measurements used in food preparation.
- Ability to read and understand recipes for food preparation.
- Ability to determine portion yield for all foods used in large-scale food preparation.
- Ability to lead and direct the work of kitchen workers.

**MINIMUM QUALIFICATIONS:**

**Education:** No formal training necessary.

**Experience:** 0-2 years full-time or equivalent part-time paid experience related to Food Services

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** Food Handler's Certificate required within seven days after appointment

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**CLASS TITLE:** Food Services Supervisor 1

**DISTINGUISHING CHARACTERISTICS:**

These positions, under general supervision, plan and direct the preparation and service of food in a state facility. They are responsible for staying within an assigned budget and supervise cooks, food services workers and clerical staff. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.):*

- Assigns work and schedules workers; participates in food preparation.
- Inspects kitchen and dining area to determine that sanitation standards are met.
- Coordinates the activities of preparation and service areas.
- Completes all related paperwork.
- Determines types and amounts of food to be prepared.
- Supervises the cleaning of kitchen equipment and utensils.
- Supervises the cleaning of preparation, service, and dining areas.
- Supervises the cooking and serving of food for adherence to health regulations.
- Orders foods and supplies and keeps accurate records of what is used.
- Oversees dining area and provides assistance to diners and/or workers.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the practices and procedures of food service.
- Knowledge of institutional food service management, such as food costs, amounts served, etc.
- Knowledge of modern methods, materials, equipment, and appliances used in large-scale food preparation and service.
- Knowledge of health and safety requirements as they pertain to food service area.
- Knowledge of basic arithmetic.
- Ability to instruct and supervise cooks and food service workers.
- Ability to direct quantity cooking with economy and efficiency.
- Ability to keep records and complete reports.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or Equivalent

**Experience:** 1-3 years full-time or equivalent part-time paid experience related to Food Services

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** Food Handler's Certificate required within seven days after appointment.

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**CLASS TITLE: Food Services Supervisor 2**

**DISTINGUISHING CHARACTERISTICS:**

These positions oversee the operation of a department in a state facility responsible for the preparation and service of food in a state facility. They supervise other supervisory positions. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees the functions of a dietary unit, providing nutritional care within the scope of practice.
- Participates in the creation of nutritional care plans and monitors and assesses their effectiveness.
- Maintains standards for food preparation and ensures sanitation regulations are followed.
- Directs the ordering, delivery, labeling and storage of all food supplies.
- Ensures meals are timely and accurate to nutritional requirements and ensures recipes are standardized.
- Trains staff on use of equipment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the practices and procedures of food service, including all policies, regulations and standards specific to a dietary environment.
- Knowledge of medical terminology specific to nutrition.
- Knowledge of institutional food service management, such as food costs, amounts served, etc.
- Knowledge of modern methods, materials, equipment, and appliances used in large-scale food preparation and service.
- Knowledge of health and safety requirements as they pertain to food service area.
- Knowledge of basic arithmetic.
- Ability to apply knowledge of nutrition to consistency of food.
- Ability to organize, direct, plan, control and supervise subordinate supervisors and employees.
- Ability to direct quantity cooking with economy and efficiency.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or Equivalent

**Experience:** 2-4 years full-time or equivalent part-time paid experience related to Food Services

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** Food Handler's Certificate require within seven days after appointment. Dietary Manager Certification may be required for certain positions.

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