

# Senior Food Service Helper Tompkins County

**Department:** Various School Districts Throughout Tompkins County  
**Classification:** 10/11/72; NC per the NYS CSC for all School Districts 12/18/72  
**Approved:** 10/11/72  
**Revised:** 11/00; 03/06; 11/16  
**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

One year of experience in food service or food preparation.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

Prepares or assists in the preparation of and supervises the serving of meals in a school cafeteria. This is a working supervisory position involving the responsibility for the serving of attractive meals to students and teachers in the school cafeteria. The work is performed under the general supervision of a Cook, Head Cook or School Lunch Manager. Direct supervision is exercised over assigned Food Service Helpers. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- May prepare light meals as assigned by the Cook, Head Cook, or School Lunch Manager, such as, but not limited to: oatmeal, soup, sandwiches, etc.
- Sees that meals are served hot and are attractive in appearance;
- Oversees and assists in the cleaning of dining room tables, kitchen equipment and refrigeration;
- Requisitions supplies from the central storeroom;
- Keeps track of foods to prevent waste;
- Maintains records of meals served;
- Maintains records of cash received, wraps coins, makes out deposit slips and transmits to the central office;
- May act as cashier during lunch hours;
- Keeps time records of employees;
- Takes inventory of silverware, glassware, dishes and other equipment;
- Takes inventory and notifies superiors when supplies need reordering.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the proper methods of preparing and serving food;
- Good knowledge of the proper methods used in the care and cleaning of tableware, glassware, and silver;
- Good knowledge of the proper methods and supplies used in the care and cleaning of kitchen appliances;
- Ability to keep simple records and make reports;
- Ability to plan and supervise the work of others;
- Honesty, initiative, and reliability are required;
- Good personal hygiene;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the proper methods of preparing and serving food; Good knowledge of the proper methods used in the care and cleaning of tableware, glassware, and silver; Good knowledge of the proper methods and supplies used in the care and cleaning of kitchen appliances; Ability to keep simple records and make reports; Ability to plan and supervise the work of others; Honesty, initiative, and reliability are required; Good personal hygiene; Physical condition commensurate with the demands of the position.

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