

## **SENIOR FOOD SERVICE HELPER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for service of proper meal to each resident/inmate as prepared in the kitchen. General supervision is received from the Food Service Manager, Food Service Director or Assistant Food Service Manager with leeway allowed for independent judgment in carrying out assignments. Leads and participates in the work of Food Service Helpers. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Checks menu and diet changes with supervisor;  
Observes resident food trays to assure proper diet for each resident;  
Instructs Food Service Helpers in assigned duties;  
Oversees the supplying of the kitchen with food and paper supplies from the store room;  
Relays instructions for meal service and special diet information to evening shift employees;  
Enforces rules for signing of employee time sheets and cleaning schedules;  
Assures that kitchen equipment is cleaned at end of shift and ready for reuse as well as all pantries and kitchenettes.

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

Working knowledge of the preparation and serving of food in large quantities;  
Ability to lay out work and instruct a small number of subordinate employees;  
Ability to follow simple oral and written instructions;  
Ability to get along well with others;  
Neatness;  
Dependability;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** One year of experience in the preparation and/or service of food in large quantities.