



***Seneca County
Personnel Department***

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WATERLOO, NEW YORK 13165

TO: ALL APPLICANTS APPLYING FOR **SENIOR FOOD SERVICE HELPER**

FROM: SENECA COUNTY PERSONNEL DEPARTMENT

SUBJECT: APPLICANT INFORMATION AND JOB DESCRIPTION

Please be advised that we are accepting applications for this title on a continuous basis. . On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable".

Please enter any of the following as your response:

- Seneca Falls Central School District or (SFCSD)
- Waterloo Central School District (WCSD)

****This position is only located in two school districts****

PLEASE NOTE: Applying for this title does not necessarily mean that there is a current opening at this time; however, your application will be forwarded to the jurisdiction(s) that you have indicated for future vacancies. The position for which you are applying is in a school district. Please contact the school district for availability and salary information.

MINIMUM QUALIFICATIONS:

One year of experience serving or preparing food; or any equivalent combination of training and experience.

GENERAL STATEMENT OF DUTIES:

Supervises and participates in the preparation and serving of food and cleaning functions in a school kitchen and/or dining area; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

These duties involve responsibility for overseeing the preparation, exclusive of the more involved cooking functions, and serving of food to school children and employees and for insuring cleanliness of the kitchen and dining areas. Work is performed under direct supervision of the School Lunch Manager with leeway allowed for exercise of independent judgement. Supervision is exercised over the work of subordinate food service employees.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Supervises and participates in the preparation and serving of food on the daily school lunch menu;

Participates in and assigns subordinate food service personnel to various cleaning and food service tasks;
Oversees and insures that correct amounts and types of food are put on carts and warmers for transport to the kitchen;
Insures that serving lines and steam tables are correctly set up and prepared for meals;
Supervises and participates in the collection of lunch monies and prepares related reports;
Is responsible to insure that cooking utensils, ranges, coolers and store rooms are kept up to proper cleanliness standards;
Orders correct food amounts in approved portion sized for the daily meal;
Calls substitute food service personnel as required;
Prepares records and reports as required;
May act as a cashier.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the proper methods of large-scale food service in a school; good knowledge of the proper and sanitary care of tableware, glassware, silver and kitchen appliances; ability to plan and supervise the work of others; ability to follow oral and written instructions; dependability; good physical condition.