



Seneca County Personnel Department

1 DIPRONIO DRIVE
WATERLOO, NEW YORK 13165

Tel: 315-539-1710
Fax: 315-539-1658

TO: ALL APPLICANTS APPLYING FOR **FOOD TRANSPORTER/ 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. When applying for this title, please indicate the jurisdiction(s) (Towns, Villages, Schools or Seneca County) that you wish your application to be sent on the online application.

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.

GENERAL STATEMENT OF DUTIES:

Assists in the preparation and serving of food and in the cleaning of kitchen equipment; loads and unloads food containers; delivers meals for the school meal programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Food Transporters/Food Service Helpers may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook. The work involves responsibility for the safe and prompt delivery of food as well as routine manual work performed under immediate supervision in connection with the preparation and service of food. Work is performed under general supervision in accordance with specific oral and written directions.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Assist kitchen staff as needed before and after delivery time;
Load and unload food containers;
Assure that food is packaged and transported in a sanitary manner and maintained at proper temperatures;
Maintain accurate time schedule for delivery and return;
Check containers to verify the sites receive correct food orders;
Develop and maintain cooperative and harmonious relationship with food service staff.
Assist in set up, serving and clean up at the school site;
Clean pans and food containers after meal is served;
Serves food on cafeteria serving line;
Helps cooks in any phase of their duties;
Washes dishes, pots and pans by hand or machine;
Sweeps, mops and cleans kitchens;
May act as cashier.



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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to follow basic oral and written instructions; knowledge of geography of the school district and County; working knowledge of the proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances; willingness to learn and perform tasks assigned; clerical aptitude; mental alertness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None is required but some experience as a helper in a restaurant or hotel dining room or in general domestic work is desirable. The ability to follow directions is essential.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver's License is required.