



Seneca County
Personnel Department

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TO: ALL APPLICANTS APPLYING FOR FOOD SERVICE HELPER – PART TIME

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.

FOOD SERVICE HELPER GENERAL STATEMENT OF DUTIES:

Assists in the preparation and serving of food and in the cleaning of kitchen equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is routine manual work performed under immediate supervision in connection with the preparation and service of food. On occasion, Food Service Helpers may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Serves food on cafeteria serving line;
Sets tables and clears them after meals;
Fills sugar bowls and salt and pepper shakers;
Polishes silverware, tables and chairs;
Cleans dining rooms and dish and linen closets;
Cleans, washes and otherwise prepares vegetables and fruit for cooking;
Assists in the preparation of salads and desserts;
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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances; ability to follow oral and written directions; good physical condition.

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.