General Statement of Duties

Performs a variety of routine duties related to the preparation and serving of food, including cleaning of the kitchen area and cooking utensils.

Distinguishing Characteristics

This class is distinguished from the class of Food Service Lead Technician that assists in supervising routine duties related to the preparation and serving of food, including cleaning of the kitchen area, utensils, and equipment. It is also distinguished from the class of Institution Food Steward that leads and trains inmate helpers in high-volume food preparation and food service work in Denver County Jail and the Pre-Arraignment Detention Facility, including proper sanitary procedures and food preparation security.

Guidelines, Difficulty and Decision-Making Level

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received & Quality Review

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communication & Purpose

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised

None

Essential Duties

Works on central tray line and assists with patient tray set up and preparation.

Transports and serves trays to patients in accordance with established schedules.

Prepares and sets up steam table and serving line, including placement of dishes, silverware, hot and cold foods, baked goods, beverages, desserts, and condiments.

Serves food as directed.

Participates in post meal cleanup tasks as assigned or directed, including sweeping, mopping, and waxing floors, and working in dish room and pot room as needed.
Maintains established departmental policies and procedures, objectives, quality assurance program, and health and safety standards.

Some positions may perform cashiering duties.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Attention to Detail – Is thorough when performing work and conscientious about attending to detail and time management.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Self-Management – Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Knowledge & Skills**

Knowledge of food services sufficient to be able to prepare and maintain steam tables, cold tables, and various related items.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment.

**Education Requirement**

None

**Experience Requirement**

None

**Education & Experience Equivalency**

None

**Licensure & Certification**

None

**Working Environment**

Contacts with patients under wide variety of circumstances.
Potential exposure to odors in kitchen and/or patient areas.
Subject to burns and cuts.
Subject to injury from moving parts of equipment.
Subject to many interruptions.
Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Standing: remaining on one’s feet in an upright position.
- Walking: moving about on foot.
- Carrying: transporting an object, usually by hand, arm, or shoulder.
- Pushing: exerting force upon an object so that the object is away.
- Pulling: exerting force on an object so that it is moving to the person.
- Balancing: maintaining body equilibrium to prevent falling over.
- Stooping: bending the body by bending spine at the waist.
- Kneeling: bending legs to come to rest on one or both knees.
- Crouching: bending body downward and forward by bending legs.
- Reaching: extending the hand(s) and arm(s) in any direction.
- Handling: seizing, holding, grasping, or otherwise working with hands.
- Talking: expressing or exchanging ideas by means of spoken words.
- Repetitive motions: Making frequent movements with a part of the body.
- Eye/hand/foot coordination: performing work through using two or more.
- Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Background Check Requirement

Criminal Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

- Pay Grade: J-603
- FLSA Code: N
- Management Level: 10
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 1/1/2019; 06/11/2019
- Revised By: Sue Keller; Ryland Feno
- Class History:
  - 01/01/2019 - Adjusted pay grade per minimum wage increase for 2019.
  - 06/11/2019 - Updated working environment verbiage.