



## Office of Human Resources Food Service Worker - CJ2525

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### 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-Arrestment Detention Facility, including proper sanitary procedures and food preparation security.

### 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.

By position, may be required to be on-call to address emergent needs.

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, resolves 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.

### Level of Supervision Exercised

None

### 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.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Crouching: Positioning body downward and forward.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon on object so that it moves away from the person.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** J-607

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**