

**NONAPPROPRIATED FUND POSITION DESCRIPTION**

<b>JOB TITLE:</b>	<b>Food Service Worker</b>	<b>SPD Number:</b>	<b>93015A</b>
<b>JOB SERIES:</b>	<b>7408</b>	<b>PAY LEVEL:</b>	<b>NA-1</b>

---

**Major Duties:** Performs various simple manual tasks which are easily learned such as:  
*In the serving area:* Sets up glasses, silverware, butter, condiments, salads, desserts, bread, and cold beverages on serving counter as instructed. Removes soiled dishes from tables and transports them to the dishwasher.

*In the food preparation area:* Cuts, scrapes, chops, dices, and peels fruits and vegetables. May operate electric can opener, electric potato peeler, etc.

*In dishwashing area:* Separates food waste and trash. Pre-rinses dishes with water to remove food particles before washing. Loads dishes in dishwasher; stacks and stores dishes.

Provides World Class Customer Service with an emphasis on courtesy. Assists customers and communicates positively in a friendly manner. Takes action to solve problems quickly. Alerts the higher-level supervisor, or proper point of contact for help when problems arise. Adheres to safety regulations and standards. Promptly reports any observed workplace hazards, and any injury, occupational illness, and/or property damage resulting from workplace mishaps to the immediate supervisor. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment.

Performs other related duties as assigned.

**Skills and Knowledge:** Understanding of basic food handling techniques. Ability to follow oral instructions and perform routine manual tasks involving few steps. Must have an understanding of personal hygiene standards and simple food handling techniques such as wearing a hairnet, washing hands before cleaning food, and not touching rims of cups. Ability to read and understand written instructions and materials such as schedules, menus and recipes. Must have the ability to work safely by moving carts without hitting things, stacking dishes without mishaps, and wiping up spilled foods and liquids to prevent falls. Knowledge of basic arithmetic may be necessary.

**Responsibility:** Performs routine and repetitive work after receiving initial instructions on how it is to be done. The work is easily observed and checked.

**Physical Effort:** Work requires light to moderate physical effort in frequently lifting or moving objects. Constant standing and walking. Lifts and carries objects up to 45 lbs independently and objects over 45 lbs with assistance.

**Working Conditions:** The work area is usually noisy and there is danger of slipping on floors where food or beverages have been dropped or which are wet from daily mopping that is usually performed while the workers are in the area. Workers are exposed to extreme temperatures of the hot kitchen and the walk-in refrigerator and minor cuts and bruises. Steam and heat often cause uncomfortably high temperatures.

**POSITION DESCRIPTION SUBJECT TO PERIODIC REVIEW AND REVISION.**

-----

**I CERTIFY THAT I HAVE READ AND RECEIVED A COPY OF MY JOB DESCRIPTION AND FURTHER UNDERSTAND THAT MY DUTIES MAY NOT BE EXPECTED TO BE CONFINED IN EVERY RESPECT TO THE ASSIGNED JOB DESCRIPTION.**

---

SIGNATURE

---

DATE