



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Food Service Helper**  
Jurisdictional Class: Labor  
Civil Division: County  
County Schools  
Adoption: CSM 11/1/75  
Revised: CSM 8/14/96, 9/11/96, 4/13/05, 2/10/10

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**DISTINGUISHING FEATURES OF THE CLASS:**

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

Sets tables and clears them after meals;  
Prepares milk trays and refills condiments;  
Cleans 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 kitchen and dining area;  
May act as Cashier;  
May be required to transport food, supplies, and/or equipment to other school food service sites.

**If employed by Office for the Aging, under direction of the Nutrition Project Director may also:**

Accept and record meal reservations;  
Order meals based on reservations;  
Complete various reports in an accurate manner;  
Assure required food temperatures are maintained for congregate and home delivered meals at a safe range;  
Count contributions with a volunteer or participant and record contributions;  
Prepare and package meals for home delivery;  
Direct the work of volunteers;  
Do related tasks as required.

**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;

Working knowledge of the proper methods of food safety;

Ability to follow oral and written directions;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

None is required but some experience as a helper in a restaurant, hotel dining room, or in general domestic work is desirable.

**SPECIAL REQUIREMENT(S):**

**NOTE:** If the position involves operation of a motor vehicle to transport food, supplies, and/or equipment, the employee must possess a valid appropriate level New York State driver's license.

(County – Approved by NYSCSC 9/21/11)