

FOOD SERVICE AIDE 3

80070

WASHINGTON STATE DEPARTMENT OF PERSONNEL

80070

Specification for Class of

FOOD SERVICE AIDE 3

Abolished Effective July 1, 2007

Definition: Within the Department of Social and Health Services, supervises food service aides and participates in all food service activities within a residential facility.

Typical Work

Supervises and trains food service aides, patients and volunteers, in developing and carrying out prescribed food service program;

Participates in staff meetings and conferences relating to food service;

Ensures maintenance of sanitary procedures in food handling and food service;

Ensures proper food handling, sanitation, elimination of safety hazards, and proper care and use of equipment in dining areas, garbage disposals, dishwashers;

Responsible for maintenance of proper record keeping, work schedules, attendance and leave reports, requisitions, procurement of supplies, accident reports; reviews reports prepared by subordinates;

Directs housekeeping procedure in dining areas;

Responsible for and supervises work performance of food service aides, patients, and volunteers;

Responsible for and directs setting up of steam table and maintenance and cleaning of equipment;

Ensures orderly supply of food to steam tables during serving hours and proper portioning of food;

Performs other work as required.

Knowledge and Abilities

Knowledge of: practices, methods and procedures of large-scale food preparation and serving; personal hygiene, food handling, sanitation, and safety precautions; care and use of kitchen utensils and equipment; record keeping; report preparation.

Ability to: supervise and train employees, patients, volunteers; follow written and oral instructions; exercise good judgment in

evaluating situations, solving problems and making decisions; write and speak effectively.

Minimum Qualifications

Two years of experience in institution or restaurant in preparing or serving food.

Completion of course in home economics or cooking may be substituted for six months of experience.

New class

Effective January 1, 1966

Revised April 1, 1966

Revises definition

Revised May 28, 1986

Revises definition