

NONAPPROPRIATED FUND (NAF) POSITION GUIDE

1. POSITION NUMBER 60380	FLSA	X	NONEXEMPT	2. ORGANIZATION AND LOCATION 314 SVS/SVYC Family Member Programs Flight Child Development Center Section
			EXEMPT	

3. POSITION TITLE FOOD SERVICE WORKER	4. CLASSIFICATION NA-7408-02	5. CLASSIFIED BY BETTY L. HOTARY	6. DATE 18 Jan 94
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DUTIES AND RESPONSIBILITIES

SEE ATTACHED POSITION DESCRIPTION

QUALIFICATIONS

No prior training or work experience is required. Must be able to follow directions in food preparation and kitchen cleaning and food serving. Must be able to reach, bend, stoop, and lift up to 35 pounds on a regular basis. Must obtain a Food Handlers certificate and Health Certificate prior to working. Must obtain LAC/NAC upon selection.

PERFORMANCE STANDARDS

Must serve meals to rooms in a timely manner. Failure to serve meals to each room within the quarter hour of scheduled time will result in unsatisfactory work performance. Must keep kitchen clean and orderly. Failure to do cleaning as assigned by senior food service worker will result in an unsatisfactory work performance. Must assist in maintaining menu production records for USDA Food Program. Failure to keep records complete and accurate will result in an unsatisfactory work performance. Must support the theme of loyalty and team player with co-workers and supervisors to assure a professional workplace.

TRAINING

Must successfully complete training as direct by supervisor and DoD. Annual training on USDA Food Program. Orientation training provided upon employment.

I certify that this is an accurate statement of this position and that the position is necessary to carry out nonappropriated fund functions for which I am responsible. This certification is made with the knowledge that this information is to be used for regulatory purposes relating to appointment and payment of nonappropriated funds and that false or misleading statements may constitute violations of such regulations.

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR Child Development Center Director	DATE
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I. INTRODUCTION: The functional statement for this organization is in the active position description files of the Human Resource Office. The purpose of this position is to perform a variety of manual tasks in food preparation and food service areas.

II. DUTIES AND RESPONSIBILITIES:

1. Sets up food carts and child care room tables with hot and cold foods including meats, vegetables, salads, desserts, bread, butter, and beverages. Prepares tables and service stands by cleaning and setting up necessary condiments, linens, flatware, and other articles.
2. Prepares fruits and vegetables for cooking and serving by washing, peeling, scraping, and dicing. Cuts and shreds lettuce, slices tomatoes, cuts lemons, prepares butter ships, and opens cans. Portions out food by placing uniform amount in small serving dishes.
3. Cleans equipment in kitchen and dining area. Washes dishes, pots, pans, glasses, and flatware. Operates mechanical dishwasher. Clears and cleans tables. Sweeps, mops, and waxes floors. Disposes of food wastes and trash.
4. Moves heavy garbage cans and assists in unloading supply trucks and storing heavy supplies.
5. Performs other duties as assigned.

III. CONTROLS OVER WORK: Works under the supervision of the Child Care Center Director, who assigns work and evaluates performance. Receives day-to-day guidance and instruction from other higher graded workers. Incumbent is responsible for independently completing work as scheduled after receiving initial oral or written instructions. Additional instructions are provided when changes or new assignments are made. The supervisor periodically checks to see that work is done on time and according to instructions.

IV. OTHER SIGNIFICANT FACTS:

1. **Skills and Knowledge**: Must be skilled in doing tasks with several steps and must use judgment in sequencing tasks. Ability to concentrate on uniform individual portions and to avoid distraction when several people ask for different items at the same time. Knowledge of sanitation standards in handling and serving food.
2. **Physical Effort**: Light to moderate physical effort in lifting up to 45 pounds or pushing carts. Constantly standing and walking.
3. **Working Conditions**: Working area is subject to noise and uncomfortable heat. May be exposed to extreme temperatures in hot kitchen and walk in refrigerator. Exposure to minor cuts, bruises, and burns. Danger of slipping on floor.
4. Subject to work irregular tour of duty.