

## **FOOD SERVICE HELPER/CUSTODIAL WORKER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine manual work involving assisting in the preparation and serving of food and the cleaning of food service equipment, utensils, preparation, serving areas and throughout building as needed. Food service work is performed under the direct supervision of a higher level food service position. Cleaning tasks are performed according to a well-established procedure, and general maintenance tasks are performed under direct supervision or according to specific instructions. Supervision over the work of others is not normally a responsibility of employees in this class. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Assists in the preparation of a variety of foods for regular meals and between meal snacks; Prepares trays for serving according to regular and special instructions; Serves food on a line or delivers food to individuals; Completes routine forms related to the preparation and serving of food; Assists in the storage of food and supplies; Observes acceptable personal hygiene practices at all times; Performs a wide variety of cleaning activities utilizing proper procedures including but not limited to cleaning of food service equipment, utensils, kitchen and dining areas, and other areas throughout the building as needed; May clear snow and ice from walks; May mow lawns, trim shrubs, rake leaves and perform a variety of other grounds keeping tasks as assigned; May deliver packages and messages; May check quantity and quality of supplies received for facility; May arrange chairs and tables and other equipment for special use of buildings; May paint and assist in making minor repairs. Attends in-service training and other required meetings.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Working knowledge of the practices of food preparation; Working knowledge of facility cleaning practices, supplies and equipment; Working knowledge of cleaning and sanitation practices of food service equipment and areas; Working knowledge of facility rules and policies; Ability to perform a variety of minor maintenance tasks; Willingness to perform routine cleaning and other manual tasks; Ability to follow simple oral and written instructions; Ability to get along well with others; Courtesy; Thoroughness; Dependability; Ability to perform required manual labor; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Adopted 1/19/18  
Revised: 5/11/22