

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Food Worker I

Class Code: 7072

Pay Grade: 203

GENERAL CLASS DESCRIPTION: Under direct supervision, performs a variety of tasks involved in the preparation and serving of food and performs related cleaning jobs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Opens food containers and weighs, measures and/or combines ingredients for menu items as specified.
2. Assists in the preparation of foods to include: cutting, slicing, grating or peeling vegetables and fruits; and chopping, grinding, or slicing meats.
3. Assembles and prepares salads, including such items as jello salads, coleslaw, salad dressings etc.
4. Performs simple cooking tasks in accordance with specific instructions.
5. Sets up food and equipment for cafeteria/tray line service, assembles trays for modified and general diets.
6. Transports food, dishes, and supplies to service areas, replenishes food and supplies as necessary during service period.
7. Stocks, cleans, and performs minor adjustments for vending machines.
8. Dishes up and serves food from serving line, in hospitals units and/or other designated dining areas according to standards procedures and quantities.
9. Serves meal trays and nourishments to inpatients, performing final check for accuracy and appearance of tray and reacts to patients' comments on dietary service.
10. Returns trays, dishes, utensils, etc., to kitchen for cleaning; and covers, labels and stores food in storage area following service period.
11. Performs sanitation duties in serving, dining, and kitchen area.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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12. Serves as a checker; punches meal tickets and accepts cash or special tickets for meals and reports food consumption or number of persons served after each meal to enable accurate recordkeeping.
13. Assists in the on-the-job training of students and other employees in the food service unit.
14. Performs related duties as assigned.

KNOWLEDGES, SKILLS, AND ABILITIES:

1. Knowledge of methods and practices of institutional food preparation and service.
2. Knowledge of principles of food sanitation, health hazards, and the necessary precautionary measures.
3. Knowledge of care and use of food service equipment.
4. Ability to perform physical tasks such as lifting (50 pounds), bending, stooping, and standing for prolonged periods.
5. Ability to count, add, subtract, multiply, divide and determine percentages.
6. Ability to understand and execute oral and written instructions.
7. Ability to maintain effective working relationships with others.
8. Ability to stand for long periods of time.
9. Ability to perform and complete a variety of manual food service tasks.
10. Ability to maintain records of quantities of ingredients used, volume of production and numbers of customers served.
11. Ability to convert standard unit recipes to desired quantity of product.

MINIMUM ELIGIBILITY REQUIREMENTS:

Ability to read, write, and follow instructions.

REVISION EFFECTIVE: July 1, 1995

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