

JOB DESCRIPTION

Job Title: Food Services Assistant	
FLSA Status: Non-Exempt	EEO Category: Food Services Worker
Job Classification Designation: Non-Competitive	Bargaining Unit: Non-Union

Job Summary: This class is accountable for performing a full range of basic tasks related to the preparation and cooking of food in the Senior Center kitchen and Maple Road Café. .

Supervision Received: Works under the direction of the Nutrition Coordinator or other higher level employee as assigned.

Supervision Exercised: May supervise volunteers.

Examples of Essential Duties:

- Assists food service and senior center staff by preparing food, handling café customers, washing and peeling vegetables, preparing soups, sandwiches, desserts and other items as needed and serving food portions;
- Assists with Maple Road Café by preparing food, completing set-up, opening, ongoing and closing activities.
- Acts as a back-up Meals-on-Wheels staff as needed.
- Assists kitchen staff with inventory of supplies, stocking of shelves and cleaning of equipment;
- Assists with the receiving and storage of food;
- Assists with the set-up, decoration and clean up for catered events at the center;
- Attends meetings as necessary;
- Cleans, washes, polishes pots, pans, dishes, silverware, kitchen equipment, floors, walls, etc.;
- Communicates with the other food service and programming staff as required;
- Handles money, responds to customer requests for food and beverage, inventories and replaces café supplies;
- Operates kitchen machines and equipment;
- Performs a variety of basic tasks in preparing soups, salads, meats, vegetables, desserts, beverages, nourishments, etc.;
- Shops for supplies as required;
- May assist in the preparation of production records;
- May participate in serving food and packing food for delivery;
- May prepare food in the absence of the nutrition coordinator;
- May receive training in the preparation of food on a large scale;
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Basic knowledge of general food preparation, food safety and planning;
- Some knowledge of liquid and dry weights and measures;
- Some knowledge of simple food preparation;
- Some interpersonal skills;
- Some oral and written communication skills;
- Ability perform simple motor skills such as standing, walking, sweeping, serving, etc.
- Ability to demonstrate patience, cooperation, team-effort, reliability and good hygiene;

- Ability to follow instructions and learn routines;
- Ability to handle money and make change as required;
- Ability to perform moderately difficult manipulative skills such as working kitchen equipment, chopping vegetables, setting up displays, wrapping food, etc.;
- Ability to see objects closely as in a recipe or cash register, hear normal sounds with background noise; distinguish voice patterns and communicate with speech as in using a telephone or communicating with the public, staff and/or volunteers;
- Ability to work as a part of a team;
- Ability to plan, prepare and serve food and beverages to customers as requested;
- Ability to work well with the public, supervisor, other staff and volunteers;
- Some mathematical ability;
- Ability to establish and maintain effective relationships with individuals from diverse backgrounds.

Minimum Qualifications: Must have successfully graduated high school or GED and have any experience and training which would provide the knowledge, skills and abilities listed above. Must possess at time of hire or do so within six months of employment a Connecticut Food Service Safety Certificate. Must have valid driver's license.

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents must be free from communicable diseases. A physical examination may be required. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to risk of injury from equipment and utensils used in the kitchen.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing					Color Distinction				X
Walking				X	Peripheral Vision				X
Sitting		X			Driving		X		
Lifting				X	Physical Strength:				
Carrying				X	Little Physical Effort (-10 lbs.)			X	
Pushing				X	Light Work (-20 lbs.)			X	
Pulling				X	Medium Work (20-50 lbs.)			X	
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling	X				Temperature Changes			X	
Reaching				X	Wetness		X		
Handling				X	Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting			X		Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to Bodily Fluids	X			
Repetitive Motion				X	Exposure to Dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X		
Visual Acuity/Near				X	Mechanical Hazards		X		
Visual Acuity/Far				X	Physical Danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Mansfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated on: April 24, 2023