

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

PART A	
Position No: 575-222-2194-022	Date:
Class: Food Service Technician I	Name:
Under supervision of the Food Service Supervisor I, the Food Service Technician I serves and assists with the preparation of food and beverages; cleans and maintains food service equipment, utensils, and work areas as required. Complete other related work as assigned.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
50%	Assist in meal preparation, distribution of food and clean up. Set up assigned stations with required serving equipment and utensils. Follow menus for regular and modified therapeutic diets and dispense food for tray line and/or in the dining room. Assist residents at meal time. Maintain proper food temperatures. May perform unskilled cooking tasks (e.g. toasting bread, mixing batters, operating the grill). Assist in food service and related work in the kitchen, dining room, and the facility (e.g. deliver and pick up meal carts, provide and replenish snacks and condiments, clean condiment containers and caddies, keep records). Follow department guidelines and procedures for the proper handling and storage of food and supplies.
40%	Safely operate, clean, sanitize, and maintain food service equipment. Wash dishes, pots, and pans; set up and clean dishwasher, disposal, and other work areas; properly dispose of cardboard and garbage; clean floor mats and floors in kitchen and prep room.
5%	Work in various areas as needed to meet staffing requirements. Attend meetings and required in-service training classes. Comply with all applicable local, state and federal regulations. Working overtime is a requirement of this position.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS						
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More	
VISION: Prepare and serve food; read menus, recipes and production sheets.					X	
HEARING: Answer telephone; communicate with staff; listen to equipment and cooking process.					X	
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X	
WALKING: Within the kitchen and storage areas.				X		
SITTING: Work station, meetings and training.		X				
STANDING: Prepare and serve food.					X	
BALANCING: Step ladder.		X				
CONCENTRATING: Prepare and serve food; operate equipment, maintain safety and sanitation standards.					X	
COMPREHENSION: Understand the needs of the residents; menus; recipes; safety and sanitation training; policy and procedures.					X	
WORKING INDEPENDENTLY: Must be able to work independently with some guidance.					X	
LIFTING UP TO 10 LBS:					X	
LIFTING 10-25 LBS:					X	
LIFTING 25-50 LBS:		X				
FINGERING: Push telephone buttons; computer keyboard, kitchen equipment, copy machine.		X				
REACHING: Prepare and serve food; store food and supplies; clean equipment and work area.					X	
CARRYING: Food, supplies, utensils, equipment.					X	
CLIMBING: Step ladder, stairs.		X				
BENDING AT WAIST: Prepare and serve food; clean and maintain food service equipment; retrieve food and supplies.					X	
KNEELING: In dry storage, refrigerators, freezers.			X			
PUSHING OR PULLING: Carts; boxes.			X			
HANDLING: Food, supplies, papers.					X	
DRIVING: Special events.		X				
OPERATING EQUIPMENT: Kitchen equipment, telephone, computer, copy machine.					X	
WORKING INDOORS: Kitchen.					X	
WORKING OUTDOORS: Special events.		X				
WORKING IN CONFINED SPACE: Refrigerators, supply and storage rooms, etc.		X				

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____