

**DUTY STATEMENT
CALIFORNIA VETERANS HOME-FRESNO**

| PART A | |
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| Position No: 577-115-2194-xxx | |
| Class: Food Service Technician I | |
| Under supervision of the Supervising Cook I, serves and/or assists with the preparation of foods and beverages; cleans and maintains food service equipment, utensils, and work areas as required. | |
| Percentage of time performing duties: | ESSENTIAL FUNCTIONS |
| 40% | Read menus for regular and modified therapeutic diets. Assist in preparing and dispensing food for tray line and in the dining room; loads, transports, stores and delivers food, supplies and equipment. Portion servings. Set up assigned stations with required serving equipment and utensils; set up salad bar and replenish from time to time if needed, and serves food from kitchen, cares for table linen, set up bread, milk, tea, hot chocolate, soda and juices, makes coffee, dishes-up desserts & salads, review and assist in putting away supplies. Assist members at mealtime and maintain proper sanitation and temperatures. Perform unskilled cooking tasks (i.e. toasting bread, mixing batters, operating the grill); Assist in food service and related work in the kitchen, dining room and the facility; (i.e. deliver and pick up meal carts provide and replenish snacks and condiments, clean condiment containers and caddies, keep records). |
| 40% | Wash dishes, pots, pans; set up & clean dishwasher, disposal, and clean floors in related areas. Operate dish washing machines, and other culinary equipment; clean and maintain utensils, equipment and work area; clean and wipe interior and exterior of all equipment; dispose of cardboard properly in cardboard bins; clean floor mats and hose down kitchen floor and prep room; put dry garbage in proper receptacles. |
| 15% | Attend in-service training classes and regular monthly staff meetings, follow all rules and regulations. Must maintain a valid CPR and First Aid certification. Must be willing to work with the aged and/or disabled population. *Working overtime (voluntary and/or mandatory) may be a requirement of this position. Floating between units may be necessary temporarily but will be done on an equitable basis. |
| 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 | 25% or less | 26% to 49% | 50% to 74% | 75% or More |
| VISION: Serve and assist with the preparation of food and beverages; clean and maintain food service equipment, utensils, and work areas; view work assignments, menus & production sheets; operate kitchen equipment; | | | | | X |
| HEARING: Listen by telephone or in person to staff, residents, visitors; listen to the equipment and cooking process. Listen during meetings and in-services; listen to supervisor. | | | | | X |
| SPEAKING: Communicate with supervisors, staff, residents, visitors and the public in person and via telephone. | | | | | X |
| WALKING: Assist, prepare, cook and serve food; clean & maintain equipment, supplies, and work areas; dispose of garbage. | | | | | X |
| SITTING: Attend meeting and in-services | | X | | | |
| STANDING: Assist, prepare, cook and serve food; operate grill and other kitchen equipment; cleans & maintain equipment, supplies and work areas. | | | | | X |
| BALANCING: Step ladder while storing or retrieving supplies in dry storage, refrigerator or freezer areas; trays of food. | | | X | | |
| CONCENTRATING: Assist, prepare, cook and serve food; judge food quality; operate equipment, maintain safety and sanitation standards, follow special diets, read recipes & menus, measure or weigh ingredients. | | | | | X |
| COMPREHENSION: Understand the needs of the residents & guests; follow recipes, read menus, special diets; safety and sanitation standards, in-service training, policy and procedures. | | | | | X |
| WORKING INDEPENDENTLY: Able to work with supervision. | | | | | X |
| LIFTING UP TO 10 LBS: | | | | | X |
| LIFTING 10-25 LBS: | | | | | X |
| LIFTING 25-50 LBS: | | | X | | |
| FINGERING: Push telephone buttons, equipment, computer and copy machine buttons. | | X | | | |
| REACHING: Assist, prepare, cook, serve, receive, store food and supplies; clean and maintain equipment, supplies and work areas. Retrieve documents from printer. | | | | | X |
| CARRYING: Carry food, supplies, utensils, equipment, production schedules, recipes, menus, logs & reports. | | | | | X |
| CLIMBING: Step ladder, stairs | | X | | | |

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| BENDING AT WAIST: Assist, prepare, cook, serve food; clean and maintain food service equipment, utensils, and work areas; store & retrieve food & supplies. | | | | | X |
| KNEELING: In dry storage, refrigerators, freezer and in work area. | | X | | | |
| PUSHING OR PULLING: Push carts, assist, prepare, cook, serve, retrieve & store supplies. | | | | | X |
| HANDLING: Food, supplies, papers | | | | | X |
| DRIVING: Special events | | X | | | |
| OPERATING EQUIPMENT: Kitchen equipment, telephone, computer, copy machine. | | | | | X |
| WORKING INDOORS: Kitchen , dining area | | | | | X |
| WORKING OUTDOORS: Receiving supplies, disposing garbage, assisting special events, monitoring outside area. | | X | | | |
| WORKING IN CONFINED SPACE: Walk in refrigerator & freezer. | | X | | | |