**DUTY STATEMENT**
**CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

## PART A

| | |
|---|---|
| **Position No: 575-222-2193-003** | **Date:** |
| **Class: Food Service Technician II** | **Name:** |

Under direction of the Food Service Supervisor I, the Food Service Technician II leads, instructs and works with employees in serving and/or assisting with the preparation of food and beverages; cleans and maintains food service equipment, utensils, and work areas as required and completes other related work as assigned.

| Percentage of time performing duties: | ESSENTIAL FUNCTIONS |
|---|---|
| 50% | Act as a lead foodservice worker in the kitchen or dining room. Communicate and coordinate duties of the day with food service staff and Member Helpers. Assist in meal preparation, distribution of food, and clean up. Provide instruction and training to food service staff and Member Helpers. Follow menus for regular and modified therapeutic diets. Prepare and serve beverages. Assist residents at meal time. Notify cooks or supervisors immediately if there is something missing or running low on the serving line. Record equipment temperature and notify supervisor if equipment is not working properly. Assist in recording food temperatures and leftover food on the serving line. |
| 35% | Safely operate, clean, sanitize and maintain food service equipment. Assist in putting away supplies. Maintain proper food and equipment temperatures. Maintain uniform food-handling practices and standards of safety and sanitation; follow department guidelines and procedures for the proper handling and storage of food and supplies; report any unsafe or unsanitary conditions immediately to supervisor on duty. |
| 10% | Work in various areas as needed to meet staffing requirements. Maintain daily reports and records as assigned. Attend meetings and required in-service training classes. Ensure compliance 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. |

| Position No: 575-222-2193-003 | Date: |
|---|---|
| Class: Food Service Technician II | Name: |

## 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; maintain safety and sanitation standards; instruct and train staff. | | | | | X |
| **COMPREHENSION**: Understand the needs of residents; menus; recipes; safety and sanitation standards; policies and procedures. | | | | | X |
| **WORKING INDEPENDENTLY:** Must be able to work independently without much guidance. | | | | | X |
| **LIFTING UP TO 10 LBS**: | | | | | X |
| **LIFTING 10-25 LBS**: | | | | | X |
| **LIFTING 25-50 LBS**: | | X | | | |
| **FINGERING**: Push telephone buttons; kitchen equipment; copy machine and computer keyboard. | | X | | | |
| **REACHING**: Prepare, and serve food; retrieve supplies; clean and inspect equipment. | | | | | X |
| **CARRYING**: Food, supplies, utensils, equipment. | | | | | X |
| **CLIMBING**: Step ladder, stairs. | | X | | | |
| **BENDING AT WAIST**: Prepare and serve food, store and retrieve supplies. | | | | | X |
| **KNEELING**: In dry storage, refrigerators and 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 _____