

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Food Service Technician I	
		Division and/or Subdivision Mendocino Unit	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters 17501 N. HWY 101, Willits, CA 95490	
		Class Title of Position Food Service Technician I	
		Position Number 541-133-2194-003	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under supervision of the Battalion Chief, the Food Service Technician will be responsible for serving and assisting with the preparation of foods and beverages as well as cleaning and maintaining food service equipment and areas at the Chamberlain Fire Center in the Mendocino Unit. Duties include but are not limited to the following: *Assists the cooking staff with the preparation of food for meal service, washes, pares, and prepares fruits and vegetables for cooking. *Assists in preparing and dispensing food, relieve cook by performing routine operations such as stirring food, greasing bake pans, grinding meat, and mixing ingredients for recipes.		
20%	*Sets-up kitchen and dining facilities for meal service, including, but not limited to, preparing beverages, inspecting various kitchen equipment to ensure proper operation, operating equipment if needed, and refilling beverage and food dispensers as needed.		
20%	*Cleans and maintains food service equipment, utensils, and work area which include, but is not limited to, processing dirty dishes, silverware, pots, and pans for cleaning, washing tables after meals, restocking table condiments, cleaning refrigerators and shelving, sweeping and mopping kitchen and food storage floors, emptying trash, cleaning kitchen linens using washer and dryer.		
20%	*Serves staff and visitors at designated mealtimes utilizing a cafeteria line style method while using portion control methods. *Prepares and serves emergency meals at other designated locations as needed.		
5%	Other duties as required.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: Medical clearance is required prior to appointment. May be required to work nights, weekends, holidays, or extended hours.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only ☐ Posted to Directory _____ Initials and date _____			