

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED	
DATE LAST REVIEWED	DIETARY & FOOD SERVICES	DIETARY		
October 1, 2026				
CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)		
FOOD SERVICE TECHNICIAN II	FOOD SERVICE TECHNICIAN II	577-115-2193-XXX		
WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE	
VHC - FRESNO	Various	PERMANENT	FULL-TIME	
INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID	
	NO	2	R15	
Under direction of the Supervising Cook I, the incumbent leads, instructs and works with employees in serving and or assisting with the preparation of foods and beverages; cleans and maintains food service equipment, utensils, and work areas as required.				
% of time performing duties	ESSENTIAL FUNCTIONS			
40%	Sign in and report to supervisor for assignment. Read menus for regular and modified therapeutic diets. Act as Lead Worker in the kitchen or dining room. Assists in meal preparation, distribution service of food and clean up. Instruct, direct, lead, communicate, coordinate duties of the day and work with food service staff. In accordance with the therapeutic menus, a dietitian, and supervisor instruction accurately serves meals, nourishments, and secondary meal items. Prepare and serves beverages. 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. Record food temperatures and leftover foods on the serving line.			
30%	Safely operate, clean and maintain food service equipment. Review and assist in putting away supplies. Assist members at mealtime and maintain proper temperatures. Train newly hired Food Service Technician I. May act as a charge person in the absence of a supervisor.			
15%	Maintain uniform food-handling practices and standards of safety and sanitation; follows departmental guidelines for the proper handling and storage of food and supplies. Report any unsafe or unsanitary conditions immediately to supervisor on duty. Attend and participate in on going department and facility training. Work in various areas as needed to meet staffing requirements. Maintain all other daily reports and records as assigned.			
10%	Understand and practice good customer relation skills and maintain professional and respectful relationships with peers, home members, personnel from other areas and in all public contacts. Maintain an environment, which protects the rights, dignity, confidentiality and physical/emotional well being of the Home Members at all times. Attend in-service training classes and regular monthly staff meetings, assist co-workers with any special clean up. 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%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.
OTHER	
Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public.	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen' prepare reports. Prepare, dispense and evaluate food; view work assignment, recipe, menu & production sheet; maintain utensils, equipment, safety & sanitation standards; keep records; requisition, inspect, store, inventory.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff, residents, visitors and vendors; meetings					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units. Prepare and serve food; receive, inspect store and inventory supplies; clean & maintain equipment and work areas; conduct inspections for safety & sanitation.					X
SITTING: Meetings and in-service training; requisition supplies; keep records & make reports.		X			
STANDING: Prepare and serve food; receive store & inventory supplies; conduct inspections for safety & sanitation; maintain equipment & work areas.					X
BALANCING: Step ladder in dry storage, refrigerator or freezer areas.		X			
CONCENTRATING: Prepare & serve food; requisition, inspect, store & inventory supplies; maintain safety & sanitation standards; give instructions and train staff; attend in-services; reports.					X
COMPREHENSION: Understand needs of employees, residents, and guests; safety & sanitation standards; policies & procedures.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:					X
LIFTING 25-50 LBS:		X			

FINGERING: Push telephone buttons, computer & copier buttons; kitchen equipment.		X			
REACHING: Answer telephone; use a mouse; Prepare, serve, receive and store food & supplies; clean & inspect equipment.					X
CARRYING: Transport food, supplies, utensils, equipment, menus logs and reports.					X
CLIMBING: Step ladders, stairs.		X			
BENDING AT WAIST: Access low cabinets and shelves; Serve food, receive, inspect, store & retrieve supplies.					X
KNEELING: Access low cabinets and shelves in storage room, refrigerator and freezer and work areas.		X			
PUSHING OR PULLING: Open and close drawers; Push carts, prepare, serve, receive, inspect and store supplies.					X
HANDLING: Food, supplies, papers.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Kitchen equipment, telephone, computer, copier, fax machine.					X
WORKING INDOORS: Kitchen and dining environment.					X
WORKING OUTDOORS: Receiving supplies, special events, monitor outside dining areas.		X			
WORKING IN CONFINED SPACE: Kitchen area, dining room, storage, walk-in refrigerator and freezer.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- **I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR**
- **I HAVE RECEIVED A COPY OF THE DUTY STATEMENT**
- **I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION**

EMPLOYEE NAME (Print)	EMPLOYEE SIGNATURE	DATE
SUPERVISOR STATEMENT: I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR NAME (Print)	SUPERVISOR SIGNATURE	DATE
HUMAN RESOURCES NAME (Print)	HUMAN RESOURCES SIGNATURE	DATE