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 Lassen-Modoc 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 Devil's Garden Fire Center - Alturas, CA
	Class Title of Position Food Service Technician I
	Position Number 541-241-2194-VAR
	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.
	Under the supervision of the Supervising Cook I, with the direction from the Cook Specialist II, the incumbent will be responsible for serving and assist with the preparation of foods and beverages. Clean and maintain food service equipment, utensils, and work areas. Duties include, but are not limited to the following:
30%	*Assist the cooking staff with the preparation of food for meal service, wash, pare and prepare fruits and vegetables for cooking, assist in preparing and dispensing food, relieve cook by performing routine operations such as stirring food, greasing bake pans and grinding meat, and mixing ingredients for recipes.
20%	*Set-up of kitchen and dining facilities for meal service, including but limited to: prepare beverages; inspect various kitchen equipment to ensure proper operation and operate equipment if needed; check and refill beverage and food dispensers as needed.
20%	*Clean and maintain food service equipment, utensils and work area, including but not limited to: processing dirty dishes, silverware and pots and pans for cleaning in commercial dishwasher, washing tables after meals, restocking of table condiments, cleaning of refrigerators, shelving, sweep and mop kitchen and food storage floors, empty trash, clean kitchen linen using commercial washer and dryer.
20%	*Serve staff at designated mealtimes utilizing a cafeteria style line method, while using portion control methods.
	*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: See page 2.

"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

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PO-199 (06/16) **- PAGE 2**

Working Title of Position
Food Service Technician I

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	*Assist in receiving food deliveries, which include: check delivery against invoice, check for damaged goods, price and date all goods, rotate stock, and break down empty cardboard food boxes. Provide menu suggestions to cooking staff.
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.

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Job qualifications and/or conditions of employment: This Must pass a pre-employment Medical Evaluation and Tuberculosis Test. May be required to work nights, weekends, or holidays in support of emergency incidents

"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