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 CSR/Madera-Mariposa-Merced
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 Merced County
	Class Title of Position Food Service Technician I
	Position Number 541-414-2194-001
	Effective Date 6/01/2026

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 close supervision of the Supervising Cook I, the Food Service Technician I serves and assists with the preparation of foods and beverages. Cleans and maintains food service equipment, utensils, and work areas.
35%	*Assist the cooking staff with the preparation of food for meal service, including but not limited to: 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, 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, 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 crew, staff, and visitors 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: Apply with Department Health & Safety rules for working around food, by taking a physical exam and a tuberculosis test. All tests must be completed and passed prior to hiring. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency situation. May be required to wear a uniform as a condition of employment.

"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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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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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%	*Receive 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.

*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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Employee Signature	Date	Supervisor Signature	Date

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