State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED	HUMAN RESOURCES BRANCH	HOLDERMAN KITCHEN	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
FOOD SERVICE TECHNICIAN I	FST I	573-221-2194-XXX

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - YOUNTVILLE		PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	No	2	R15

Under supervision of the Food Service Supervisor I, the Food Service Technician I serves and assists with the preparation of food and beverages; cleans and maintains food service equipment, utensils, and work areas as required. Complete other related work as assigned.

% of time performing duties	ESSENTIAL FUNCTIONS
40%	Assist in meal preparation, distribution of food and clean up. Set up assigned stations with required serving equipment and utensils. Follow menus for regular and modified therapeutic diets and dispense food for tray line and/or in the dining room. Assist residents at meal time. Maintain proper food temperatures. May perform unskilled cooking tasks (e.g. toasting bread, mixing batters). Assist in food service and related work in the kitchen, dining room, and the facility (e.g. deliver and pick up meal carts, provide and replenish snacks and condiments, clean condiment containers and caddies, keep records). Follow department guidelines and procedures for the proper handling and storage of food and supplies.
35%	Safely operate, clean, sanitize, and maintain food service equipment. Wash dishes, pots, and pans; set up and clean dishwasher, disposal, and other work areas; properly dispose of cardboard and garbage; clean floor mats and floors in kitchen and prep room.
20%	Work in various areas as needed to meet staffing requirements. Attend meetings and required in-service training classes. Comply with all applicable local, state and federal regulations. **Working overtime is a requirement of this position.**

	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. *Some travel may be required (i.e., travel to off-site conferences, meetings or training).*

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 various forms, memos, reports, letters, and proofread documents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff; provide verbal information.					X
SPEAKING: Communicate with staff and the public in person and via telephone; interact in meetings.					X
WALKING: Within the department to various units.				X	
SITTING: Work station; meetings; training.		X			
STANDING: Copy documents; review records.					X
BALANCING:		X			
CONCENTRATING: Review documentation for accuracy; complete forms; calculate pay, time and attendance; research laws, rules and processes.					X
COMPREHENSION: Understand employee needs as it relates to Human Resources; laws, rules, regulations, policies and procedures; content of meetings, trainings and work discussions; facilitate the dynamic of team work.					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, calculator keys, and computer keyboard.		X			
REACHING: Answer telephone; use a mouse; retrieve documents from printer.					X
CARRYING: Transport documents.					X
CLIMBING: Stairs.		X			
BENDING AT WAIST: Use copier; access low file drawers.					X
KNEELING: Access low file drawers.			X		
PUSHING OR PULLING: Open and close file drawers.			X		
HANDLING: Sort paperwork; distribute mail.					X
DRIVING: Special events		X			
OPERATING EQUIPMENT: Computer, telephone, copier, printer, fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: File, supply,		X			

storage rooms, etc.					

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**