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Class Specifications
for the Class:

KITCHEN HELPER

Distinguishing Characteristics:

Positions in this class perform routine manual work in conjunction with the preparation and serving of meals. Typical duties include cleaning and slicing vegetables and fruits and preparing other ingredients; washing and drying dishes, pots, pans and other kitchen utensils and equipment; assembling items such as salads, desserts, sandwiches; and preparing simple meal items such as toast, rice and cereals. Some positions may oversee the work of inmates, patients, student helpers, and/or others.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Cleans and slices vegetables and fruits; prepares simple meal items such as toast, rice, cereals, etc.; assembles items such as salads, desserts and sandwiches; sets up meal trays; portions out individual servings in serving lines; measures food servings; receives, checks, and stores incoming supplies; sweeps and mops food preparation and dining room areas; washes and dries dishes, pots, pans, and other kitchen utensils and equipment; cleans refrigerators, stoves, and other kitchen equipment and appliances; may instruct/oversee others in washing pots and pans, cleaning refrigerators and other equipment and appliances, sweeping and mopping floors, and other kitchen tasks.

Minimum Qualification Requirements:

Experience and Training: None required

Knowledge: Preparation of raw and processed food to be cooked; and methods, materials and equipment used in cleaning kitchen appliances and utensils.

Ability to: Learn and properly use and clean kitchen equipment and appliances and utensils; learn and apply safety and sanitation regulations and procedures; understand and apply food service policies and procedures; perform a variety of routine manual tasks associated with food service; understand, follow and/or give oral and written instructions; work cooperatively with others; instruct/oversee the work of

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inmates, patients student helpers, or others; and lift, move and carry food, supplies and other items.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment and consolidation of the specifications for the classes Kitchen Helper and Cafeteria Helper, approved on March 8, 1985 and July 22, 1985, respectively.

DATE APPROVED: 7/6/10



MARIE C. LADERTA
Director of Human Resources Development