



City of Irving Job Description

Food Services Associate

FLSA Status:	Non-Exempt	Job Department:	Parks & Recreation
Job Code:	P845	Reports To (Job Title):	Recreation Center Supervisor

PURPOSE

Perform routine manual work in connection with the kitchen operations of a nutrition program. Under supervision of the Site Manager; assist in serving nutritious, well-balanced meals for senior clients; monitoring food temperatures, safety codes and maintaining high standards of cleanliness and sanitation in the kitchen and dishwashing area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Serve lunch Monday through Friday.
- Assist food delivery service and load trays.
- Ensure compliance with food handling health and safety codes.
- Prevent contamination and cross contamination.
- Monitor food temperatures and calibrate food thermometers.
- Ensure refrigerator and freezer temperatures are maintained.
- Clean and sanitize all food preparation areas and serving equipment by hand and/or dishwashing machine.
- Clean and sanitize kitchen area, tables, cabinets, equipment, etc.
- Dispose of trash and garbage.
- Perform related kitchen duties, with a willingness to perform related manual tasks, as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Maintain inventory control sheets
- Organize storage area

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Formal or informal education and training which ensures the ability to read and write at a level necessary for successful job performance.

EXPERIENCE

- At least six (6) months of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certified Food Handler, or ability to obtain certification within six (6) months of hire.

KNOWLEDGE OF

- Customer service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstances.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness.
- Familiarity with food service health and safety codes and procedures, proper food service and storage temperatures and sanitary cleaning practices.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work, which includes the exercising tact and courtesy.
- Basic Reading Comprehension: Read basic, job-related material in English consisting of words and numbers and recognize similarities and differences sufficiently for job performance.
- Mechanical/Technical: Safely operating diverse equipment, including using cleaning supplies and equipment appropriately.
- Basic Instructions: Carrying out simple one- and two-step oral and written instructions.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Speech Recognition: Identifying and understanding the speech of another person.
- Self-Management: Working independently and without supervision: self-management

GUIDANCE RECEIVED

Detailed Instructions and Standardized Procedures

Follows standard procedures and/or detailed instructions that apply to each task or assignment; situations that cannot be handled under standard operating procedures are referred to a supervisor or more senior position.

CONTACTS

Interacts and provides customer service to residents on a daily basis

EQUIPMENT AND PROPERTY

Kitchen Equipment; dishwasher, food disposal, ice machine, coffee makers

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to carry, smell, listen, pull, push, and/or see. Frequently, s/he is required to grasp, handle, feel, reach, stand, stoop and/or walk. S/he occasionally is required to kneel, lift up to 10 pounds and walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.