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SOUTH COLONIE CENTRAL SCHOOLS
102 LORALEE DRIVE
ALBANY, NEW YORK 12205
518 869-3576

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January 6, 2012

NOTICE-PLEASE POST

The Food Service Department is accepting applications for the following position:

FOOD SERVICE HELPER

POSITION: One (1) Food Service Helper position

HOURS: 4 hours per day

CURRENT LOCATION: Colonie Central High School – West Wing

JOB DESCRIPTION: See Reverse Side

SALARY: \$10.82 per hour as per CSEA Contract

BENEFITS: As per the CSEA Contract

POSITION OPEN January 2012

APPLICATION: Letter of interest and application must be submitted to Mr. David D. Seaver, Director of Human Resources, 102 Loralee Drive, Albany, New York, 12205 no later than **January 13, 2012**.

The selected applicant will be subject to a fingerprinting supported criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

South Colonie does not discriminate on the basis of gender, race, color, national origin, handicap or age. Inquiries concerning this policy of equal opportunity should be made to the Title IX and Section 504 Coordinator, Mr. David D. Seaver at the District Office, 102 Loralee Drive, Albany, New York 12205, (518) 869-3576.

DDS/mm

Food Service Helper

General Statement of Duties:

Assist in the preparation and service of school meals and in the cleaning and sanitizing of the kitchen.

Distinguishing Features of the Class:

This is routine manual work performed under immediate supervision in connection with preparation and service of food. Food Service Helpers will perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook.

Work May Include (illustrative examples-actual duties may vary):

- Performs routine manual work as directed by the Head Cook and Assistant Head Cook
- Performs duties by utilizing knowledge of the proper methods of preparing and serving food, proper sanitation procedures and food handling techniques
- Sets up serving line with food, utensils and maintains proper temperature of food
- Sets up condiments, eating utensils, snack times, etc., prior to service
- Acts as cashier, as directed
- Prepares salads, bowls of fruit and other cold side dishes
- Washes dishes, pots and pans by hand or machine
- Sanitizes food contact surfaces after service or whenever necessary
- Cleans ovens, milk coolers, etc., as necessary
- Keeps simple records in relation to free, reduced and pre-paid status of students, as directed;
- Serves breakfast and/or lunch items to students in conjunction with Federal and State guidelines;
- Performs some duties by lifting, reaching, carrying, stooping, bending and squatting
- Performs duties of standing, often for prolonged periods
- Performs some duties under the environmental conditions of extreme heat and exposure to fumes and odors
- Performs some duties, which require good eye-hand coordination and manual dexterity
- Demonstrates ability to follow oral and written directions
- Demonstrates effective interpersonal skills
- Performs related duties, as required.

Required Knowledge, Skills and Abilities:

Working knowledge of the proper methods of preparing and serving food; knowledge of proper sanitation practices and food handling techniques; ability to follow oral and written directions; good physical condition.

Acceptable Experience and Training:

None is required but some experience as a worker in a restaurant or hotel dining room is desirable.