



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

**CLASS SPECIFICATION**

| <u>TITLE</u>                  | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u>  |
|-------------------------------|--------------|--------------|--------------|
| <b>FOOD SERVICE WORKER II</b> | <b>22</b>    | <b>H</b>     | <b>3.213</b> |
| <b>FOOD SERVICE WORKER I</b>  | <b>20</b>    | <b>H</b>     | <b>3.218</b> |

**SERIES CONCEPT**

Food Service Workers perform basic food preparation duties to assist in quantity food preparation in a correctional, residential, instructional or similar setting.

Wash, slice, chop, grate and peel fruits, vegetables, meats, cheese and other food items; measure and mix ingredients according to recipes, specific instructions and established procedures.

Make salads, sandwiches, dressings, sauces and desserts; assist in preparing breads, rolls, buns, cakes and other bakery items as assigned.

Receive and store food and supplies in assigned warehousing and/or cold storage areas; and remove same as required.

Operate various types of powered kitchen equipment such as choppers, slicers, mixers and dishwashers according to established health and safety procedures.

Prepare tables for use in serving hot or cold meals cafeteria style; refill and replace food bins and containers.

Serve food by placing predetermined portions on trays or in insulated containers; deliver and serve meals to individuals unable to eat in a common dining area.

Clean and sanitize kitchen and dining areas by washing and wiping tables, chairs and counters; wash dishes, trays, eating utensils, mixing bowls, pots and pans; dispose of garbage and litter; sweep and mop floors; and vacuum carpets.

Refill salt, pepper, sugar, napkins and other dispensers; refill milk, juice, coffee, tea, hot chocolate and other beverage dispensers.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Food Service Worker II:** Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, supervise student workers and coordinate the activities of food service staff in preparing and serving food; operating kitchen equipment; and maintain clean and sanitary conditions in assigned kitchen and dining areas. This is the leadworker level in the series.

**Food Service Worker I:** Positions allocated to this class perform the full range of duties described in the series concept. This is the journey level in the series.

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## MINIMUM QUALIFICATIONS

### SPECIAL REQUIREMENT:

- \* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to pre-employment screening for controlled substances.

### FOOD SERVICE WORKER II

EDUCATION AND EXPERIENCE: Two years of experience in quantity food preparation and service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** quantity food preparation and serving; dining hall set-up; fire and safety hazards related to food preparation, meal service and operation of kitchen equipment; health and sanitation regulations pertaining to food preparation; and cleaning agents commonly used in sanitizing kitchen areas, dishes, utensils and equipment. **Ability to:** provide work direction and training to students and/or food service staff; ensure timely preparation of food items according to established serving schedules; *and all the knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency policies and procedures related to food preparation and food service.

### FOOD SERVICE WORKER I

EDUCATION AND EXPERIENCE: One year of experience in quantity food preparation and service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** quantity food preparation and serving; dining hall set-up; fire and safety hazards related to food preparation, meal service and operation of kitchen equipment; health and sanitation regulations pertaining to food preparation; and cleaning agents commonly used in sanitizing kitchen areas, dishes, utensils and equipment. **Ability to:** read, write and follow oral and written instructions; make simple arithmetical calculations to extend recipes; safely operate standard kitchen equipment and appliances; clean kitchen/dining areas including sweeping, mopping and vacuuming floors; serve meals using established portion control; and follow recipes and food preparation directions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** agency policies and procedures related to food preparation and food service operation at the facility to which assigned.

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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|--------------|------------|------------|
| ESTABLISHED: | 8/1/68     | 1/1/61     |
| REVISED:     | 12/15/69   | 12/15/69   |
| REVISED:     | 7/1/89P    | 7/1/89P    |
|              | 5/20/88PC  | 5/20/88PC  |
| REVISED:     | 7/1/99P    | 7/1/99P    |
|              | 10/2/98PC  | 10/2/98PC  |
| REVISED      | 9/14/12RNC | 9/14/12RNC |
| REVISED      | 4/11/14PC  | 4/11/14PC  |