



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT FOOD SERVICE HELPER

YATES COUNTY IS SEEKING APPLICANTS FOR FOOD SERVICE HELPER TO FILL 1 VACANCY

Type of Appointment:	Permanent	Rate of Pay:	\$16.75
Position Status:	Full Time – 35 Hours/Week		
Classification:	Laborer		
Location:	Yates County	Contract:	Council 82, Group I
Department:	Sheriff's Office – Jail Division		
Vacancies:	The resulting eligible list will be used to fill future vacancies which may occur.	Exam Date:	NO EXAM
Residency Requirement:	The residency requirement has been WAIVED.	Application Fee:	NOT APPLICABLE
Posted:	May 17, 2024	Application Deadline:	June 7, 2024

FOOD SERVICE HELPER - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

Under the general supervision of the applicable supervisor the incumbent of this position routinely assists in the preparation, cooking and serving of a variety of foods in large quantities for us in a nutritional program. The work involves responsibility for the preparation and service of food and the cleaning of kitchen equipment. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Assists in loading food trays on carts;
Follows standardized recipes for accurate food preparation;
Receives and inspects food to be cooked;
Assists in preparation, cooking, and serving of food in large quantities;
Cleans refrigerators, coolers, dishwashers and other kitchen equipment;
Cleans work area;
Sweeps, mops and cleans the kitchen, serving area, dish room and other applicable areas;
Cleans dining rooms and wipes off tables;
Washes dishes, pots and pans by hand or uses the dishwasher;
May receive stock items and put them in proper place when necessary;
Prepares simple foods such as sandwiches, salads, soup and a variety of other food;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods and equipment used in the preparation, cooking and service of food in large quantities;
Working knowledge of proper food service and kitchen appliances;
Working knowledge of modern cleaning methods and the use of cleaning supplies and appliances;
Working knowledge of basic arithmetic;
Ability to follow simple oral and written directions;
Ability to get along well with others;
Ability to accurately handle money;
Patience; Tact; Reliability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**