

**CITY OF REDWOOD CITY  
FOOD SERVICE WORKER I  
FOOD SERVICE WORKER II  
FOOD SERVICE WORKER III**

**DEFINITION**

Under general supervision, perform a variety of work involving the preparation, serving, storage and delivery of food; clean utensils, kitchen equipment and assist in maintaining kitchen and dining area in clean and sanitary condition.

**DISTINGUISHING CHARACTERISTICS**

**Food Service Worker I** – Initially under close supervision, incumbents perform routine cleaning duties of kitchen equipment, kitchen and dining area. As experience is gained, there is greater independence in action within established guidelines.

**Food Service Worker II** – This class performs a variety of routine food service tasks. The Food Service Worker II is distinguished from the Food Service Worker III in that the latter has responsibility for menu planning and quantity preparation based on established menu program and providing lead direction to kitchen staff and volunteers.

**Food Service Worker III**– Incumbents independently perform the full range of Food Service Worker duties. Incumbents work under specified guidelines and supervisors are available in non-routine circumstances.

**SUPERVISION RECEIVED AND EXERCISED**

**Food Service Worker I** – Receives technical and functional supervision from the Food Service Worker III. General supervision is received from the Recreation Supervisor.

**Food Service Worker II**- General supervision is provided by the Recreation Supervisor. Technical and functional supervision is provided by the Food Service Worker III. May provide direction to the Food Service Worker I and volunteers.

**Food Service Worker III**- Receives direct supervision from the Recreation Supervisor and/or the Recreation Manager. May exercise technical or functional supervision over the Food Service Worker I and Food Service Worker II, other kitchen staff and/or volunteers.

**CITY OF REDWOOD CITY  
FOOD SERVICE WORKER (Continued)**

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

**Food Service Worker I**

1. Clear and clean up items used in the kitchen such as dishes, pots, pans, containers, carts, utensils and equipment.
2. Ensure proper sanitizing and storage of kitchen equipment.
3. Clean serving and work areas, including dining area; maintain cooking area in a clean and safe condition.

**Food Service Worker II**

1. Assist in the set-up, cooking, and serving of meals.
2. Clear and clean up all dishes, cooking equipment and kitchen/dining room area for proper sanitation and maintenance.
3. Ensures proper storage and temperature of foods for serving.
4. Inventory and order food and kitchen cleaning supplies as needed.
5. Complete all daily statistical documentation.
6. Maintain all supplies and work space according to regulations and per instruction of supervisor, and keep space neat, clean and organized.
7. Perform work with a record of punctuality and regular attendance

**Food Service Worker III**

1. Prepare food and serve large groups of people, depending on reservations received and type of lunch or special event.
2. Plan menus that will include: soup or salad, main course, starch, vegetable, and dessert.
3. Train, schedule and supervise kitchen staff, which includes volunteers and staff.
4. Responsible for ordering food and supplies, inventory, food costing and monthly expense reporting.

**CITY OF REDWOOD CITY  
FOOD SERVICE WORKER (Continued)**

5. Participate in the planning and organizing of special events that pertain to food service. Some of the planning may include: decorations, shopping, set-up, cooking, and clean-up.
6. Ensures proper storage and temperature of foods for serving.
7. Maintain sanitation, health and safety standards in the kitchen and dining room at all times.
8. Perform work with a record of punctuality and regular attendance.

**OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Food Service Worker I**

**Knowledge of:**

Kitchen sanitation and safety standards and methods.

**Ability to:**

Complete assignments accurately, consistently, and according to schedule.

Utilize all available equipment and resources for most efficient use of time.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Food Service Worker II**

In addition to the qualifications for Food Service Worker I:

**Knowledge of:**

Food service procedures and nutritional guidelines.

Use and operation of a variety of kitchen equipment.

Safety procedures as applied to food preparation and cooking.

**CITY OF REDWOOD CITY  
FOOD SERVICE WORKER (Continued)**

**Ability to:**

Exercise sound judgment and assist with emergencies in a calm and effective manner.

Adapt to change and non-routine situations with minimal stress; prioritize tasks to achieve the most effective outcome; and seek supervision as needed.

Identify potential safety hazards, and handle issue or report to immediate supervisor, as appropriate.

Utilize materials in a cost-effective manner.

**Food Service Worker III**

In addition to the qualifications for Food Service Worker II:

**Knowledge of:**

Principles and methods of food preparation and cooking

Cooking for large groups.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Food Service Worker I**

**Experience:**

Six months in a food service position at a comparable level.

**Training:**

Education equivalent to the completion of tenth grade.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid driver's license.

**CITY OF REDWOOD CITY  
FOOD SERVICE WORKER (Continued)**

**Food Service Worker II**

**Experience:**

Minimum of two years experience in a food service position at a comparable level. Experience working with people is preferred.

**Training:**

Education equivalent to the completion of twelfth grade. In addition, completion of specialized course work in the area of food service, hotel and/or restaurant management is preferred.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid driver's license.

**Food Service Worker III**

In addition to the qualifications for Food Service Worker II

**Experience:**

One year experience in a food service position at a comparable level. Experience managing people is essential.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate valid driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to stand, walk, kneel, crouch, squat, stoop, reach, twist, and lift 50 lbs; exposure to cold, heat, confining work space.

**Effective Date:** January 14, 2008

**Bargaining Group:** Service Employees' International Union – Local 521