
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Food Services
Grid: 10

Class Series: Food Service Workers
Class Title: Food Service Worker I

I. Level Definition

Positions at this level perform a variety of duties within a food service operation such as portioning and serving meals, washing and peeling vegetables and fruit, preparing items such as tea, coffee and toast, and washing dishes and utensils.

II. Typical Duties

- (1) Sets up meal trays with items such as condiments, utensils and napkins; portions out food and beverages on meal trays according to menu slips; loads, delivers, collects and unloads meal service wagons.
- (2) Portions out and serves food and beverages within a dining room and/or cafeteria operation; operates dispensing machines; puts away and brings out supplies as required; takes cash and/or meal tickets for items purchased; utilizes a cash register as required.
- (3) Counts, weighs and/or measures ingredients for assigned food preparation area.
- (4) Makes beverages and food items such as tea, coffee and toast; assembles items such as sandwiches and salads.
- (5) Washes, peels and stores vegetables and fruit.
- (6) Strips, racks and washes items such as dishes, pots, pans and utensils; operates dishwashing and/or pot washing machines; stacks clean dishes and utensils; sets, clears and cleans dining tables.
- (7) Performs cleaning duties such as sweeping and damp mopping floors, cleaning counter tops, sinks, machines and equipment and spot washing walls and splash areas; removes garbage as required.
- (8) Performs clerical duties such as answering the telephone, filing, writing information on menu cards and checking cards against lists.
- (9) Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to organize work.
- (v) Ability to operate related equipment.