

Job Class Code: 7480	FLSA Status: Non-exempt
Pay Basis: Hourly	EEO Category: 8

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to prepare and/or serve food, and clean preparation/service areas. The class is responsible for food preparation, serving of food, and utensil cleaning. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Prepares foods such as vegetables, meats, and desserts. • Performs general food service area clean-up and sterilization including floors, refrigeration equipment, food preparation areas, storage areas, and other areas involved in food preparation to maintain a clean, safe environment. • Sets tables with dishes and silverware; serves food; clears tables. • Assembles and maintains buffets; serves individual items; breaks down buffet and stows items after event. • Sets up and serves coffee breaks. • Maintains supplies and equipment, including inventorying and receiving food supplies and materials, and organizing supply areas. • Polishes silverware and chafing dishes. • Assists with training of new personnel. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Copies, transcribes, enters, or posts data or information.
Interpersonal/People Involvement	Serves others such as customers, attends to their requests and exchanges information with them.
Reasoning Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Mathematical Requirements	Performs addition and subtraction, multiplication and division.
Language Requirements	Reads basic sentences, instructions, or work orders; writes basic sentences and completes uncomplicated job forms; speaks sentences using basic grammar.
Mental Requirements	Performs clerical and manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	None
Special Certifications and Licenses	None

ADA REQUIREMENTS	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.	

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.