

## **FOOD SERVICE HELPER**

Department: Schools  
Classification Labor  
Labor Grade:  
Adopted: 05/03/54  
Revised: 06/22/71; 05/02/94; 02/04/02  
By: Regional Civil Service Commission

**DISTINGUISHING FEATURES OF THE CLASS:** This is simple routine manual work performed under immediate supervision in connection with preparing and serving food in a cafeteria or other eating place and cleaning kitchen equipment, silverware and dishes. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The following work activities are listed as examples only and in no event shall an employee be limited to only those examples listed below:

- Helps prepare vegetables and meats;
- Makes sandwiches and salads;
- Washes dishes;
- Clears tables of dirty dishes;
- Fills sugar bowls and salt and pepper shakers;
- Assists in the distribution and service of food;
- Cleans tables, chairs, serving tables and other equipment;
- Acts as cashier, prepares simple records, rosters and lunch tickets;
- Sets tables.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Elementary knowledge of the proper method of serving food and the care of tableware, glassware, silverware and kitchen appliances; practical working knowledge of modern cleaning methods and the use of cleaning supplies and appliances; ability to follow simple oral and written directions; ability to work efficiently and produce high quality work; ability to get along well with and have helpful attitude toward others; ability to lift items up to 40 pounds; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None.

Dear Applicant:

The Elmira City School District is pleased to acknowledge your interest in our District. Before you may be considered for employment, your application file must be complete. A complete file includes the following:

1. Completed Civil Service Application
2. Letter of interest and an updated resume
3. Three written and signed current letters of reference, not more than three years old. The references may include one personal reference but at least two professional references must be submitted.
4. Copy of your high school diploma/transcripts or GED
5. If you are applying for a position that requires a professional license, first aid and CPR, these must be provided at the time of application.

When all of these pieces of information are on file in the Personnel Office, your application will be considered complete. Application materials are kept in our active file for a period of one year.

If you have any questions or concerns, please contact the Personnel Office at (607) 735-3020. Thank you for your interest in the Elmira City School District.

Sincerely yours,

Diane K. Spotts  
Director of Human Resources  
& Employee Relations

DKS/ljd

## FINGERPRINT FEE NOTICE

### To the Prospective Employee:

New York State requires fingerprinting of all school district employees, which currently costs \$94.25.

It is the responsibility of the employee to pay this fee, and it should be paid at the time of hire using a Visa, MasterCard or debit card. If the prospective employee does not have a credit/debit card, prepaid cards may be purchased at most local grocery stores or pharmacies. Please make sure your card is activated prior to your fingerprinting appointment with our district's Human Resource Department.

If you have any questions or concerns regarding this payment of the fingerprinting fee, please contact the Human Resources director at 607-735-3038.