



Substitute Food Service Helper's * Sullivan B.O.C.E.S. Sullivan County, NY

Overview: Sullivan B.O.C.E.S. is seeking Substitute Food Service Helper's.

DISTINGUISHING FEATURES OF THE CLASS: Assists in the preparation and service of food and in the cleaning of kitchen equipment; does related work as required. This is routine manual work performed under immediate supervision in connection with the preparation and service of food. On occasion Food Service Helpers may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists with the serving of meals;

Assists in the preparation of as directed;

Helps cooks in any phase of their duties;

Washes dishes, pots and pans and utensils by hand or machine and puts away in proper place;

Sweeps, mops and cleans kitchen;

Properly dispose of refuse;

Properly put away all deliveries of food and supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the proper methods of serving food and of the care of tableware, glassware, silver and kitchen appliances; ability to follow oral and written directions; good physical condition.

MINIMUM QUALIFICATIONS: None.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in

school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Reference Check

Skills needed to perform job:

Knowledge of proper methods of serving Food

Follow simple oral and written instructions

Shift and Salary, and Benefits; This is a part-time position, Day shift, \$15.50 hourly.

Apply by contacting Stephanie Smith by email at stephanie.smith@scboces.org or by phone 845-295-4037, or at website <http://www.scboces.org/employment>