



University System of Maryland Job Class Specification

TITLE: FOOD SERVICE AIDE II
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: 35-2021

JOB CODE: N03FS2
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: FOO SVC

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under direct supervision, functions as a lead worker, prepares simple menu items according to specified standard recipes, and performs food service, sanitation, and kitchen maintenance activities.

PRIMARY DUTIES

1. Provides guidance to food service aides, answers questions and demonstrates procedures.
2. Assists in the preparation of daily menu items; adheres to standard recipes and general instructions.
3. Measures, weighs and combines ingredients for quantity preparation of simple menu items.
4. Prepares food items for serving; carves portions of meat, fish and/or fowl for individual servings to ensure the portion control standards.
5. Maintains safe and sanitary working conditions; cleans specified work areas, washes, sanitizes and stores pots, pans and kitchen utensils. Removes refuse.
6. Assists with maintaining inventory, food consumption and other food service records. Assists in stocking and storing food service items.
7. Operates a variety of kitchen equipment such as ovens, grills, toasters, fryers, mixers etc.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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MINIMUM QUALIFICATIONS

EDUCATION:

EXPERIENCE: One year in food service.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of food preparation methods; of portion control standards; of related sanitation regulations and practices. Skill in operating food service equipment and appliances; in using kitchen utensils. Ability to assist in preparing and serving food; to provide guidance to other food service aides; to read and write; to perform basic arithmetic computations; to operate assigned kitchen equipment; to keep records on food usage; to prepare simple reports; to work in irritating environments and adverse temperature conditions; to follow oral and written instructions; to communicate effectively; to lift, transport and stock food service supplies, materials and equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Safe Food Handling and Sanitation Certification may be required.