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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Food Services  
**Grid:** 7

**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.