

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

***Occ. Code 3124100***

**Food Service Aide, NS**

Brief Description of Class

Food Service Aides assist in various activities related to food preparation and service in State facilities. Incumbent responsibilities may include food preparation, serving food, sanitation, and hygiene; and ordering food and supplies in accordance with established purchasing guidelines.

Illustrative Duties

- Washes refrigerators and other equipment, by hand and equipment, using a variety of cleaning substances.
- Cleans loading dock areas, garbage cans, storage, food preparation, kitchen and dining areas including floors, ceilings, and walls using mops, scrub brushes, and other equipment.
- Washes pots, pans, and other utensils by hand and machine. Sterilizes food sample jars according to directions.
- Unloads delivery trucks and stores deliveries in appropriate storage areas.
- Brings food and other supplies to preparation and serving areas.
- Cleans fruits, vegetables, and other items before cooking and serving.
- Cooks simple grill-type foods such as hamburgers and eggs. Makes toast, coffee, tea, and salads.
- Sets and waits on tables, assisting individuals unable to feed themselves.
- Serves food in the proper portions to individuals.
- Ensures individuals on special diets receive proper food and portions.
- Records number of meals served.

- Inventories requisitions and stores supplies.

### Minimum Qualifications

Non-Competitive: Demonstrated ability to perform assigned tasks and follow instructions.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

01/2024