



# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

FLSA Designation  
NEHU

Date Issued: September 1, 1983 Department: Food Service

Title: Food Service Helper I Level: IV

### FUNCTION

To perform routine tasks in a variety of areas of the food production operation.

### SOURCE OF SUPERVISION

Cooks, Managers, and/or Director of Food Services.

### DIRECTION EXERCISED

Directs work of assigned student helpers; occasionally may direct work of employees in lower classification levels.

### DUTIES AND RESPONSIBILITIES

Perform routine duties in assigned service area.

Prepare food items under direction of cooks and bakers; prepare and garnish foods on serving line; see that foods stay hot or cold on line as required.

Maintain supplies and equipment as needed for daily use in assigned areas; operate food service and dishroom equipment as required; see that food is properly stored and preserved; assist with daily cleaning and maintain proper standards of sanitation and safety in assigned areas; operate as line checker as required.

Perform related duties as assigned.

**The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Date: March 16, 1990 Department: Food Service

Title: Food Service Helper I Level: IV

JOB QUALIFICATIONS

Graduation from high school; six months experience in food preparation or service; ability to follow written and oral directions; adequate health and physical condition to handle heavy manual tasks; sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 75 lbs. on a daily basis.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

## Physical Job Requirements

**Job Title** Food Service Helper I                      **Department** Food Service

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; D = Daily; N/A = Not applicable or None.

M	Climbing and/or standing on ladders	D	Activities requiring quick, repetitive movements (total body)
D	Climbing Stairs	D	Activities requiring quick, repetitive movements (hands only)
D	Reaching	N/A	Operating cleaning machines
D	Kneeling	N/A	Stripping and waxing floors
D	Bending/stooping	N/A	Operating floor buffer
D	Pushing/pulling	N/A	Shampooing carpets
D	Lifting/carrying up to 30 lb weights	N/A	Vacuuming carpets
D	Lifting/carrying over 30 lb weights	N/A	Washing windows, on and off ladder
D	Being on feet all day (8-hour shift)	N/A	Loading and unloading supplies
N/A	Being seated all day	N/A	Mopping floors
N/A	Moving furniture/equipment	N/A	Sweeping with push brooms
N/A	Shoveling	N/A	Dusting furniture
N/A	Scrubbing furniture	N/A	Operating hand tools
N/A	Driving vehicles	N/A	Driving heavy equipment
N/A	Operating shop machinery	D	Operating kitchen machinery
N/A	Eyes focused on computer screen		Other:
N/A	Long hours of travel		Other:
D	Walking (indoors, outdoors)		Other: