

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Baker

JOB CODE : 030405, 030464

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares baked goods, as directed, according to recipes.

DIMENSIONS

The incumbent reports to the Head Baker or Food Services Supervisor and may direct some activities of cooks, pantry personnel, or head service attendants who are involved in preparation of baked goods and pastries.

NATURE AND SCOPE

1. Prepares bread, rolls, muffins, biscuits, pies, cakes, cookies, and other baked goods according to recipes; checks production schedule to determine variety and quantity of goods to bake;
2. Measures ingredients using measuring cups and spoons; mixes ingredients using hand or electric mixers;
3. Prepares baking pans as required (i.e., greasing and flouring); cuts or forms dough into loaves or desired shapes and places in proper baking pan; pours batter into proper baking pan;
4. Is responsible for sanitation of kitchen, baking, and service areas; ensures that all personnel follow a "clean-as-you-go" working environment;
5. Adjusts drafts or thermostatic controls to regulate oven temperature; places items to be baked in oven for proper amount of time; removes baked goods from oven when done;
6. Ensures that all line food items meet with proper requirements and standards; observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that food is done;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying trays, baking pans, baking supplies up to 25 pounds; occasional lifting up to 50 pounds of loaded trays or bags of flour and sugar;
3. Frequent pushing/pulling using both hands/arms sliding trays/baking pans, kneading bread, opening oven doors, using mixers and equipment, or cleaning, exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter, kneading bread, placing food in ovens, operating equipment, cleaning, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Baker

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in preparing and determining doneness/quality of baked goods and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, coworkers, and supervisors;
8. Constant use of sense of smell and taste in determining doneness, flavor, and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of baked goods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that baked goods are prepared well according to recipes and standards, ensuring that all sanitation procedures are followed, and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must be able to organize/prioritize work to ensure that baked goods are ready by the time they are required;
4. Must possess basic mathematical skills and be able to read/write/speak English, read recipes, instructions, rules, etc.;
5. Must be able to deal with pressure of frequent interruptions and multiple activities necessary to meet kitchen production schedule;
6. Must be able to learn and understand recipes, menus, sanitation regulations/procedures, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a kitchen environment.

Tools & Equipment Used: Ovens, knives, mixers, scales, measuring equipment, and assorted kitchen equipment/utensils. Safety equipment includes gloves/apron, safety glasses, and safety shoes as needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as baker or baker's helper. Must be knowledgeable of all doughs and be able to create pastries. Time spent in these classifications in attaining accredited certification can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Butcher

JOB CODE : 030408, 030467

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares meats in required portion forms for use in kitchens according to proper production and sanitation procedures.

DIMENSIONS

The incumbent reports to the Head Butcher or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Cuts, trims, bones, ties, and grinds meats using butcher's cutlery and power equipment to portion and prepare meat in cooking form;
2. Cuts, trims, and bones carcass sections or prime cuts using knives, meat saw, cleaver, or bandsaw to produce cooking cuts such as roasts, steaks, chops, stew cubes, and ground meat;
3. Follows proper sanitation standards while maintaining a "clean-as-you-go" environment; wears proper sanitation attire including whites, apron, hairnet, if required, cap, and gloves;
4. Cuts and weighs meat for individual servings; shapes and ties roasts;
5. Tends electric grinder to grind meat;
6. May receive, inspect, and store meat upon delivery; may record quantity of meat received and issued to cooks; may clean fowl and fish;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as assigned;

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout work shift;
2. Constant lifting/carrying meat/trays up to 15 pounds; frequent lifting up to 30-pound large pieces of meat/equipment; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms cutting/sawing/chopping meat, opening doors, using knives, and cleaning, exerting force of 5 to 40 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter, cutting meat, storing in refrigerators, cleaning, etc.;

Butcher

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while cutting meat, operating equipment, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with cooks, coworkers, and supervisors;
8. Frequent use of sense of smell in determining freshness and quality of food being handled.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that meat is prepared according to requirements and sanitary regulations and maintaining safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English and read instructions, rules, order sheets, etc.;
4. Must be able to learn/understand meat cutting instructions and diagrams;

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen.

Tools & Equipment Used: Knives, cleavers, meat saw, bandsaw, meat grinder, and assorted kitchen and cleaning equipment. Safety equipment includes gloves, apron, safety shoes, and safety glasses, if required.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as butcher, butcher helper, apprentice, or trainee.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Chef
JOB CODE : 030401, 030460
DATE PREPARED : May 25, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent oversees all kitchen production, service area setup and procedures, and sanitation of personnel and facilities.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and has supervisory responsibility for cooks, pantry personnel, Vending Machine Attendants, Head Service Attendants, Butchers, and pastry chefs as assigned.

NATURE AND SCOPE

1. Instructs and assists in preparation of menu items; maintains consistency and quality of food items by insisting on and overseeing proper use of recipes;
2. Measures and mixes ingredients according to recipe; uses variety of kitchen utensils and equipment; observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
3. Ensures food items are available for menus including pantry and vending;
4. Inspects all walk-ins, reach-ins, and refrigerator drawers to ensure that perishable items are covered, dated, and properly rotated; leftovers are utilized; proper stock is maintained; and all sanitation requirements are followed; assists in forecasting food items for cycle menu;
5. Responsible for sanitation of kitchen, service area, butcher shop, and bake shop; ensures that all personnel follow a "clean-as-you-go" working environment;
6. Coordinates lunch and dinner work assignments with Second Cooks;
7. Ensures that Command Post menu items are prepared and on the truck within established time frame;
8. Participates in daily menu evaluation with supervisor; ensures that all line food items meet with proper requirements and standards prior to serving;
9. Ensures that all menu items and personnel are at assigned stations for meal periods;
10. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
11. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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Chef

2. Frequent lifting/carrying food/supplies up to 25 pounds; occasional lifting up to 50-pound loaded trays/supplies;
3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to recipes and standards, ensuring that all sanitation procedures are followed, and in maintaining a safe work environment;
2. Must be able to supervise and provide leadership to all kitchen and line personnel to ensure completion of all functions in a timely, high quality, and professional manner;
3. Must be able to plan/organize/delegate work to maintain kitchen production schedule and ensure that all functions are completed within established time frames;
4. Must possess effective oral/written communication/interpersonal skills to maintain efficient operations;
5. Must possess basic mathematical skills and be able to read/write/speak English and read instructions, rules, etc.;
6. Must be able to deal with pressure of frequent interruptions, problem-solving, and maintaining kitchen production schedule;
7. Must be able to develop/learn/understand and keep up with changes in recipes/menus and sanitation regulations/procedures.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, and assorted kitchen utensils/equipment. Safety equipment includes safety glasses/shoes and eye/hearing protection.

Chef

REQUIRED TRAINING AND WORK EXPERIENCE

Seven years of experience in cooking classifications; must include three years as chef, sous chef, banquet cook, second cook, or saucier. Time spent in these classifications and in attaining accredited certification can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording, "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Cook's Helper

JOB CODE : 030416, 030474

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent assists the Chef, Second Cook, Fry Cook, and/or Dinner Cook in preparation, seasoning, and cooking of soups, meats, vegetables, desserts, and other foodstuffs for consumption in restaurants.

DIMENSIONS

The incumbent reports to a Chef or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Learns to read menu to estimate food requirements and orders food from supplier or procures it from storage;
2. Takes instruction in and learns to adjust thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles;
3. Assists in measuring and mixing ingredients according to recipe, using variety of kitchen utensils and equipment such as blenders, mixers, grinders, slicers, and tenderizers to prepare soups, salads, gravies, desserts, sauces, and casseroles;
4. Bakes, roasts, broils, and steams meats, fish, vegetables, and other foods under guidance;
5. Adds seasoning to food during mixing or cooking according to instructions from others;
6. Observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
7. Carves meat; portions food on serving plates; and adds gravies and sauces and garnishes servings to fill orders as directed;
8. May wash, peel, cut and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as course of instruction permits;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 pounds; occasional lifting up to 50-pound loaded trays/supplies;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Cook's Helper

3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, and assorted kitchen utensils/equipment. Safety equipment includes safety glasses/shoes, and eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as cook's helper or one year as dessert, pantry helper, dish-up, service attendant, or butcher.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Dinner Cook

JOB CODE : 030404, 030463

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foodstuffs for consumption in restaurants.

DIMENSIONS

The incumbent reports to a Chef or Food Services Supervisor and has no supervisory responsibility; may perform in lead capacity.

NATURE AND SCOPE

1. Assists Second Cook in ensuring that all breakfast items are ready for opening;
2. Prepares soups, sauces, and entrees for Mercury cafeteria and Command Post snack bar;
3. Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles;
4. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment; adds seasoning to food during mixing or cooking;
5. Observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
6. Carves meat, portions food on serving plates, adds gravies and sauces, and garnishes servings to fill orders as directed; may work at carving station or as backup in serving line during meal periods;
7. May wash, peel, cut, and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as time permits;
8. Maintains a "clean-as-you-work" environment at all workstations; cleans and details grill surfaces, drip pans, and snack line surfaces, floors, and boxes at end of meal periods;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 pounds, occasional lifting up to 50-pound loaded trays/supplies;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Dinner Cook

3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must be able to plan and organize work to ensure that all duties are completed within established time frames;
4. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
5. Must be able to deal with pressure of multiple processes/interruptions and maintaining kitchen production schedule.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, and assorted kitchen utensils/equipment. **Safety equipment** includes safety glasses/shoes and eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Five years of experience in a cooking classification which must include one year as a dinner cook, sauce cook, broiler cook, or preparation cook. Time spent in these classifications or in attaining accredited certification, can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Dishwasher/Potwasher

JOB CODE : 030421, 030477

DATE PREPARED : June 2, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates industrial dishwashing equipment to clean eating utensils, china, pots, pans, etc., according to sanitation and safety regulations.

DIMENSIONS

The incumbent reports to a Kitchen Steward or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Operates industrial dishwasher to clean flatware, dishes, pots, pans, etc.; monitors and adjusts water tank temperatures to proper specifications;
2. Prepares dishes for washing, loads into racks/baskets in proper configuration; returns pots/pans containing excess food for emptying before washing;
3. Washes/scrubs soiled pots and pans by hand; scrapes, sprays, and washes using brushes and steel wool if necessary; rinses and sanitizes according to procedures; stores properly when dry;
4. Ensures continual operation of conveyor belt to bring dirty dishes into dishwashing area; cleans conveyor and conveyor areas;
5. Cleans dishwashing machine, fills pot washing tanks, changes wash water when greasy, and changes rinse water when soapy;
6. Gathers dirty pots/pans and brings to pot washing area;
7. Performs general cleaning and straightening of dishroom/pot washing areas; cleans debris from floor grates and drains; empties trash; washes walls and racks; sweeps; sanitizes; etc.;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout work shift;
2. Frequent-to-constant lifting/carrying racks/baskets of dishes/glasses/flatware up to 40 to 45 pounds;
3. Frequent pushing/pulling while scrubbing pots with brushes/steel wool, sliding racks of dishes, pushing carts, and opening doors, exerting force of 10 to 30 pounds;
4. Occasional climbing stairs to collect pots/pans from some areas;

Dishwasher/Potwasher

5. Frequent bending/twisting at waist/knees/neck while washing pots/pans, cleaning, etc.;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating dishwasher, scrubbing, washing, and rinsing pots/pans, cleaning work areas, etc.; some overhead reaching required;
7. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include hand/eye coordination and visual acuity in near- and mid-range vision;
8. Frequent use of hearing/speech abilities in communicating with coworkers and supervisors;
9. Frequent use of sense of touch in feeling temperature and cleanliness of surfaces.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that duties are performed according to procedures and maintaining a safe work environment;
2. Must be able to follow oral and written instructions and established procedures;
3. Must be able to organize work load in order to complete all duties in a timely manner;
4. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in dishwashing/pot washing areas.

Tools & Equipment Used: Industrial dishwasher, conveyor belt system, carts, racks, baskets, brushes, steel wool, water tanks, industrial dishwashing solutions/soaps, gloves, and sanitary attire.

REQUIRED TRAINING AND WORK EXPERIENCE

No experience required.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Food Server

JOB CODE : 030455, 030484

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent serves meals to patrons according to established rules of etiquette.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Presents menu to diners, suggests dinner courses, and answers questions regarding food preparation;
2. Writes orders on checks or memorizes;
3. Relays orders to kitchen and serves courses from kitchen and service bars;
4. Garnishes and decorates dishes in preparation for serving;
5. Observes diners to fulfill any additional requests and to determine when meal has been completed;
6. Cleans table/counter areas; refills table stock supplies; totals bill and accepts payment or refers patron to cashier;
7. May carve meats, bone fish or fowl, or prepare desserts;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 pounds; occasional lifting up to 50 pounds of loaded trays/supplies;
3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;

Food Server

6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, other Food Servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that orders are correct and that food is served properly in being attentive to customers' needs and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess good oral written communications skills and basic mathematical skills and be able to read/write/speak English in order to take orders; calculate tab totals; and read menus, instructions, rules, etc.;
4. Must be able to deal with pressure of heavy work load at times, constant standing, dealing with unpleasant customers;
5. Must possess excellent interpersonal skills in order to deal in a pleasant, effective, and professional manner with all types of customers.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service environment.

Tools & Equipment Used: Trays, serving carts/stands, and order pad. Safety equipment includes safety glasses/shoes/ and gloves as required.

REQUIRED TRAINING AND WORK EXPERIENCE

Three months of experience as a Food Server in a full menu house.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Fry Cook

JOB CODE : 030409, 030468

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares, seasons, and cooks soups, meats, vegetables, desserts, and other foodstuffs for consumption in the Nevada Test Site Food Service Cafeteria.

DIMENSIONS

The incumbent reports to Second Cook, Chef, or Food Services Supervisor and has no supervisory responsibility; may perform in lead capacity.

NATURE AND SCOPE

1. Prepares food in advance or "to order" for meal period assigned;
2. Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles;
3. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment;
4. Bakes, roasts, broils, fries, grills, and steams eggs, meats, fish, vegetables, and other foods under guidance;
5. Adds seasoning to food, according to instructions from others, during mixing or cooking;
6. Observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked; carves meat, portions food on serving plates, adds gravies and sauces, and garnishes servings to fill orders as directed;
7. May wash, peel, cut, and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as time permits;
8. Maintains a "clean-as-you-work" environment at all workstations; cleans and details grill surfaces, drip pans, and snack line surfaces, floors, and boxes at end of meal periods;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 pounds; occasional lifting up to 50 pounds of loaded trays/supplies;
3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc., exerting force of 5 to 30 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Fry Cook

4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
4. Must be able to deal with pressure of multiple processes/interruptions while maintaining kitchen production schedule.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, and assorted kitchen utensils/equipment. Safety equipment includes safety glasses/shoes and eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as Fry Cook. Time spent in these classifications in attaining accredited certification can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Head Baker

JOB CODE : 030403, 030462

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares, supervises, and coordinates the production of baked goods according to recipes to ensure adequate variety and quantity.

DIMENSIONS

The incumbent reports to a Food Services Supervisor or Chef and directs the activities of Bakers; may direct cooks, pantry personnel, or head service attendants who are involved in preparation of baked goods and pastries.

NATURE AND SCOPE

1. Supervises, coordinates, and assists in the preparation of bread, rolls, muffins, biscuits, pies, cakes, cookies, and other baked goods according to recipes;
2. Checks production schedule to determine variety and quantity of goods to bake; plans production according to daily requirements;
3. Requisitions supplies and equipment as necessary;
4. Measures ingredients using measuring cups and spoons; mixes ingredients using hands or electric mixers; prepares baking pans as required (i.e., greasing and flouring); cuts or forms dough into loaves or desired shapes and places in proper baking pan; pours batters into proper baking pan; does he really mix w/his hands?
5. Responsible for sanitation of kitchen, baking, and service areas; ensures that all personnel follow a "clean-as-you-go" working environment;
6. Adjusts drafts or thermostatic controls to regulate oven temperature; places items to be baked in oven for proper amount of time; removes baked goods from oven when done;
7. Ensures that all line food items meet with proper requirements and standards; observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying trays, baking pans, and baking supplies up to 25 pounds; occasional lifting up to 50 pounds of loaded trays and bags of flour and sugar;

Head Baker

3. Frequent pushing/pulling using both hands/arms sliding trays/baking pans, kneading bread, opening oven doors, using mixers and equipment, and cleaning, exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter, kneading bread, placing food in ovens, operating equipment, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in preparing and determining doneness/quality of baked goods and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, coworkers, and supervisors;
8. Constant use of sense of smell and taste in determining doneness, flavor, and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of baked goods.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that baked goods are prepared well according to recipes; production standards are being met, ensuring that all sanitation procedures are followed; and in maintaining a safe work environment;
2. Must be able to determine daily requirements, prioritize, and delegate in order to ensure that baked goods are produced in necessary variety and quantity in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, recipes, instructions, rules, etc.;
4. Must possess good interpersonal and supervisory skills in order to provide leadership, guidance, and training to assigned personnel and to communicate with coworkers, supervisors, and customers in a positive, effective, and professional manner;
5. Must be able to deal with pressure of frequent interruptions multiple activities necessary to meet kitchen production schedule;
6. Must be able to learn and understand recipes, menus, sanitation regulations/procedures, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a kitchen environment.

Tools & Equipment Used: Ovens, knives, mixers, scales, measuring equipment, and assorted kitchen equipment/utensils. Safety equipment includes gloves/apron, safety glasses, and safety shoes as needed.

REQUIRED TRAINING AND WORK EXPERIENCE

Five years of experience as Head Baker or Baker. Must be knowledgeable of all doughs and be able to create complex pastries. Time spent in these classifications in attaining accredited certification can be counted as part of overall required experience.

Head Baker

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Head Butcher

JOB CODE : 030406, 030465

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises, coordinates, and participates in the preparation of meats in required portion forms for use in kitchens according to proper production and sanitation procedures.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and supervises the activities of Butchers.

NATURE AND SCOPE

1. Supervises, coordinates, and participates in the cutting, trimming, boning, tying, and grinding of meats using butcher's cutlery and power equipment to portion and prepare meat in cooking form;
2. Cuts, trims, and bones carcass sections or prime cuts using knives, meat saw, cleaver, or bandsaw to produce cooking cuts such as roasts, steaks, chops, stew cubes, and ground meat;
3. Follows proper sanitation standards maintaining a "clean-as-you-go" environment; wears proper sanitation attire including whites, apron, hair net, if required, cap, and gloves;
4. Cuts and weighs meat for individual servings; shapes and ties roasts; tends electric grinder to grind meat;
5. May estimate requirements and requisition or order meat supplies;
6. May receive, inspect, and store meat upon delivery; may record quantity of meat received and issued to cooks; may clean fowl and fish;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

1. Constant standing/walking throughout work shift;
2. Constant lifting/carrying meat/trays up to 15 pounds; frequent lifting up to 30-pound large pieces of meat/equipment; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms cutting/sawing/chopping meat, opening doors, using knives, and cleaning, exerting force of 5 to 40 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter, cutting meat, storing in refrigerators, cleaning, etc.;

Head Butcher

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while cutting meat, operating equipment, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with cooks, coworkers, and supervisors;
8. Frequent use of sense of smell in determining freshness and quality of food being handled.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that meat is prepared according to requirements and sanitary regulations and maintaining safe work environment;
2. Must be able to determine daily requirements, prioritize, and delegate in order to ensure that meat cuts are produced in necessary variety and quantity to fill orders in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, order sheets, etc.;
4. Must be able to learn/understand meat cutting instructions and diagrams;
5. Must be able to deal with pressure of frequent interruptions, problem-solving, and kitchen production schedule;
6. Must possess good interpersonal and supervisory skills in order to provide leadership, guidance, and training to assigned personnel and communicate with coworkers/customers/vendors/supervisors in a positive, professional, and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen.

Tools & Equipment Used: Knives, cleavers, meat saw, bandsaw, meat grinder, and assorted kitchen and cleaning equipment. Safety equipment includes gloves, apron, safety shoes, and safety glasses required.

REQUIRED TRAINING AND WORK EXPERIENCE

Five years of experience as Butcher. Time spent in these classifications in attaining accredited certification can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Head Exchange Attendant

JOB CODE : 030430, 030479

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent operates/directs Exchange Attendants in the operation of a small convenience store within the Food Service Cafeteria of the Nevada Test Site.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and may supervise one or more Exchange Attendants.

NATURE AND SCOPE

1. Assigns/directs/reviews work of Exchange Attendants or other personnel as assigned;
2. Operates cash register and provides customer service;
2. Stocks/maintains all inventory within store;
3. Displays items; keeps dated stock rotated as required;
4. Sells unopened bottles of alcoholic/nonalcoholic beverages to be taken from premises when licensed for sale of packaged goods;
5. Receives payment for amount of sale and makes change;
6. Maintains clean work environment;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking short distances throughout shift;
2. Frequent lifting/carrying of notions/food stuffs/ supplies up to 25 pounds; occasionally lifting up to 35 pounds maximum;
3. Occasional pushing/pulling using both hands/arms moving supplies;
4. Frequent bending/twisting at waist/neck while stocking shelves, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while operating cash register receiving payment, etc.; some overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment;

Head Exchange Attendant

7. Constant use of speech/hearing abilities in communicating with customers, coworkers, and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in making correct change, ordering supplies, and maintaining a safe work environment;
2. Must possess good interpersonal skills in order to communicate with all types of people in a pleasant manner;
3. Must be able to attend to the needs/requests of customers;
4. Must possess basic mathematical skills and ability to make change accurately;
5. Must be able to read/write/speak English, instructions, rules, etc.;
6. Must possess independent judgement in order to determine whether patrons meet age requirement for purchasing alcoholic beverages.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in the Food Service Cafeteria.

Tools & Equipment Used: Cash register, hand truck, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as exchange attendant, storekeeper, or related experience in retail sales of liquor/sundries and full-line retail merchandising.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Head Pantry

JOB CODE : 030412, 030469

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent oversees activities of pantry personnel and assists in preparation of all items required for the pantry.

DIMENSIONS

The incumbent reports to Second Cook, Chef, or Food Services Supervisor and supervises the activities of pantry personnel.

NATURE AND SCOPE

1. Instructs and assists pantry personnel in preparation of all pantry items;
2. Maintains consistent quality of all items; ensures that all produce is fresh, properly dated, and rotated;
3. Prepares salads, dressings, and cold sauces for Nevada Test Sites;
4. Sets up and maintains salad bar; sets up special party trays including cold cuts, cheese, vegetable, chip and dip, fruit, etc.;
5. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment; adds seasoning to food during mixing or cooking according to instructions;
6. Observes and tests food being prepared by tasting, smelling, and observation;
7. May wash, peel, cut, and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as time permits;
8. Maintains a "clean-as-you-work" environment at all workstations; ensures that all workstations and food contact surfaces are neat, clean, and sanitary;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies/dishes/trays up to 35 pounds; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms moving food stuffs/sliding plates/opening doors and using knives/cleaning exerting force of 5 to 30 pounds;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Head Pantry

4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in refrigerators, cleaning, etc.;
5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
7. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor/quality of food being prepared;
9. Frequent use of sense of touch in determining freshness of foods.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to plan/organize workload to ensure that all activities are completed in a timely manner;
3. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
4. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
5. Must be able to deal with pressure of frequent interruptions, problem-solving, etc.;
6. Must possess good leadership/supervisory skills in order to assign, review, and train pantry personnel in an effective and positive manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an industrial kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, and assorted kitchen equipment/utensils.

REQUIRED TRAINING AND WORK EXPERIENCE

Three years of experience as pantryman, assistant storekeeper, or cook's helper. Time spent in these classifications, in attaining accredited certification, can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Head Service Attendant

JOB CODE : 030415, 030473

DATE PREPARED : June 2, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent accepts payment and makes change for food items during meal periods and stocks/cleans assigned areas. The incumbent also displays, maintains, and serves menu items in cold line according to proper serving methods and portion sizes.

DIMENSIONS

The incumbent reports to the Second Cook, Chef, or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs cashier duties during meal periods; accepts cash payment and makes change for food items;
2. Sets up and keeps cold serving lines and refrigerator reach-ins neat and replenished throughout meal periods; breaks down cold lines at end of meal periods; prepares serving line items for display/serving, (i.e., cutting pies/cakes/pastries, dishing up fruit, arranging milk/juice containers, etc.); ensures proper serving methods and portion sizes are used;
3. Assists in straightening dining room; replenishing supplies; setting/cleaning tables and chairs; cleaning microwaves, toasters, condiment areas; and writing menu on menu board, etc., in between meal periods;
4. Sets up and serves hot line throughout meal periods; fills steam tables to proper levels and adjusts temperature; ensures all menu items are on steam table with proper serving utensils in time for meal periods; breaks down hot line at end of meal periods;
5. Prepares money order sheets; turns in money and orders at end of meal periods;
6. Follows proper sanitation standards maintaining a "clean-as-you-go" environment; wears proper sanitation attire including whites, apron, hairnet, if required, cap, and gloves;
7. Maintains familiarity with daily menu items in time for meal periods;
8. Reviews menu with Second Cook or Chef and ensures that all necessary condiments, service utensils, and any special items are available in time for meal periods;
9. Properly stores and covers all leftover food items;
10. Informs Chef or supervisor of all outdated and/or non-appealing items; documents all discards properly;
11. Properly stores and rotates all stock and supplies as required;
12. Assists in kitchen production as directed by Second Cook or Chef;
13. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

Head Service Attendant

14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional-to-constant standing/walking throughout work shift;
2. Frequent sitting on stool at cash register during meal periods;
3. Frequent lifting/carrying cash drawer, supplies, etc., up to 20 pounds;
4. Frequent lifting/carrying food, dishes, and trays, up to 25 pounds; occasional lifting up to 50 pounds of loaded food trays/supplies;
5. Frequent pushing/pulling, closing cash drawer, cleaning, sliding plates, opening/closing doors, moving supplies, and cleaning while exerting force of 5 to 30 pounds;
6. Frequent bending/twisting at waist/neck while operating cash register, cleaning, working at counter or service line, preparing food, placing food in refrigerators, etc.;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while cashiering, cleaning, serving food, etc.; some overhead reaching required;
8. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include hand/eye coordination and visual acuity in near- and mid-range vision;
9. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors.
10. Frequent use of sense of smell in determining freshness and quality of food being served.

Head Service Attendant

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring accurate payment and change are made, cleaning/stocking assigned areas according to procedures, ensuring that food is displayed and served according to all procedures and instructions, and in maintaining a safe work environment;
2. Must possess good interpersonal skills in dealing with customers;
3. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
4. Must possess excellent basic mathematical skills and be able to make change quickly and accurately;
5. Must be able to read/write/speak English, instructions, and rules, complete money order sheets, discard sheets, etc.;
6. Must work quickly during heavy work load at mealtimes, ring up order, and be flexible and able to follow daily menu changes.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service cafeteria.

Tools & Equipment Used: Refrigerators, cold and hot serving line equipment, knives, mixers, and assorted kitchen equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as a service attendant, cashier, kitchen steward, dishwasher, pot washer, kitchen worker, coffee maker, vegetable person, waiter/waitress, busperson, cashier, or bartender.

OTHER SPECIAL QUALIFICATIONS

Must be able to operate cash register and make change.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Kitchen Steward

JOB CODE : 030419, 030476

DATE PREPARED : June 2, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

Inspects and monitors sanitary conditions throughout food preparation and storage areas and ensures that scheduled crew follows all sanitation requirements; documents/takes actions on infractions; ensures that crew is cross-trained in all kitchen cleanup requirements.

DIMENSIONS

The incumbent reports to a Food Services Supervisor and directs some of the activities of assigned food handling, dishroom, and cleanup personnel.

NATURE AND SCOPE

1. Ensures that scheduled crew is present and follows all sanitation requirements including proper dress and safety procedures;
2. Performs daily inspection of food handling, preparation, storage, and trash areas including, but not limited to, butcher shop, bake shop, kitchen, service areas, dishroom, kitchen walk-ins, trash room, dock, locker room, and other areas;
3. Takes immediate action to correct sanitation infractions as required;
4. Responsible for sanitation and cleanup for food service cafeteria; stocks/maintains supplies as required;
5. Responsible for cross-training of assigned crew to handle all kitchen cleanup jobs;
6. May perform all cleanup duties assigned to crew;
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i>
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1. Constant standing/walking throughout work shift up to one-half mile per shift;
2. Occasional sitting while completing paperwork at desk;
3. Frequent lifting/carrying cleaning supplies/equipment up to 30 pounds; occasional lift/carry up to 50 pounds;
4. Occasional pushing/pulling using both hands/arms while cleaning, exerting force of 5 to 30 pounds;
5. Frequent bending/twisting at waist/knees/neck while cleaning or inspecting;
6. Occasional kneeling/squatting while cleaning;

Kitchen Steward

7. Constant use of both hands/arms in reaching/handling/grasping/fingering while inspecting, cleaning, stocking supplies, etc.; some overhead reaching required;
8. Constant use of sight abilities in inspecting and maintaining a safe work environment; visual requirements include color vision, depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of hearing/speech abilities in communicating with food servers, customers, subordinates, coworkers, and supervisors;
10. Frequent use of sense of smell in performing job duties.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that food preparation areas and food handling personnel are in compliance with all sanitation regulations and in maintaining a safe work environment;
2. Must be able to plan/organize workload to ensure that all activities are completed in a timely manner;
3. Must be able to follow oral and written instructions and record information accurately;
4. Must be detail oriented and able to inspect and take corrective action if necessary;
5. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, sanitation regulations, etc.;
6. Must be able to instruct personnel and enforce adherence to sanitation regulations;
7. Must possess good leadership/supervisory skills in order to direct and train assigned personnel in an effective and positive manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors throughout food service cafeteria.

Tools & Equipment Used: Cleaning supplies/equipment and general office equipment. Safety equipment includes safety glasses/shoes, gloves, and back support belt (optional).

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as head service attendant or leadperson in kitchen worker classification.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Pantry

JOB CODE : 030412, 030470

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares salads, dressings, and cold sauces for consumption in Food Service Cafeteria.

DIMENSIONS

The incumbent reports to Chef, Second Cook, or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Prepares salads, dressings, and cold sauces for Mercury Cafeteria and C-P snack bar;
2. Sets up and maintains salad bar;
3. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment;
4. Adds seasoning to food during mixing or cooking according to instructions;
5. Observes and tests food being prepared by tasting, smelling, and observation;
6. Works in serving line for lunch periods;
7. May wash, peel, cut, and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as time permits;
8. Maintains a "clean-as-you-work" environment at all work stations; cleans and details all work spaces and snack line surfaces, floors, and boxes at end of meal periods;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies/dishes/trays up to 35 pounds; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms moving food stuffs/sliding plates/opening doors and using knives/cleaning, exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in refrigerators, cleaning, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Pantry

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range;
7. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor/quality of food being prepared;
9. Frequent use of sense of touch in determining freshness of foods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
4. Must be able to deal with pressure of maintaining kitchen.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an industrial kitchen environment.

Tools & Equipment Used: Hand carts, trays, rolling carts, and assorted kitchen equipment/utensils.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as pantryman, pantry helper, butcher, baker's helper, or cook's helper. Inventory control experience required.

OTHER SPECIAL QUALIFICATIONS

None.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Second Cook

JOB CODE : 030402, 030461

DATE PREPARED : May 25, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent directs the activities of kitchen production, service, and procedures, pantry personnel to prepare and serve menu items.

DIMENSIONS

The incumbent reports to the Chef or Food Services Supervisor and directs the activities of dinner and fry cooks, pantry personnel, and head service attendants as assigned.

NATURE AND SCOPE

1. Instructs and assists in preparation of menu items; ensures consistency quality of food items by overseeing proper use of recipes;
2. Ensures that all menu items and personnel are at assigned stations for meal periods; ensures that all personnel follow established sanitation procedures;
3. Assists Chef in pre-determining proper set-up of menu items and proper tools to be utilized in service lines;
4. Responsible for sanitation of kitchen and service areas; ensures that all personnel follow a "clean as you go" working environment;
5. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment;
6. Observes and tests food being cooked by tasting, smelling, and piercing with fork to determine that it is cooked;
7. Ensures that all line food items meet with proper requirements and standards prior to serving;
8. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
9. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies up to 25 lbs.; occasional lifting up to 50 lbs. loaded trays/supplies;
3. Frequent pushing/pulling using both hands/arms opening doors, using knives/equipment, cleaning, etc. exerting force of 5 to 30 lbs.;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in ovens, cleaning, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Second Cook

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in overseeing kitchen activities and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near/mid range vision;
7. Constant use of hearing/speech abilities in communicating with kitchen and pantry personnel, food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor and quality of food being prepared;
9. Frequent use of sense of touch in determining doneness of foods.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to recipes and standards, ensuring that all sanitation procedures are followed, and in maintaining a safe work environment;
2. Must be able to provide leadership and training to all kitchen and line personnel to ensure completion of all functions in a timely, high quality, and professional manner;
3. Must be able to organize and delegate work to ensure that all functions are completed within established time frames;
4. Must possess basic mathematical skills and be able to read/write/speak English, read instructions, rules, etc.;
5. Must be able to problem solve, and possess good interpersonal skills in working with subordinates/supervisors.
6. Must be able to learn and understand recipes, menus, sanitation regulations/procedures, etc.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service kitchen environment.

Tools & Equipment Used: Ovens, grills, knives, mixers, chemical/cleaning solutions, assorted kitchen utensils/equipment. Safety equipment includes safety glasses/shoes, eye/hearing protection.

REQUIRED TRAINING AND WORK EXPERIENCE

Six years of experience in cooking classification; must include two years of sous chef, second cook, or saucier. Time spent in these classifications, in attaining accredited certification, can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording, "accredited certification," as used above, is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period.

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Service Attendant

JOB CODE : 030424, 030478

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent performs a combination of duties to maintain high standard of cleanliness throughout the food service area; assists the Head Service Attendants - Hot/Cold Line as needed.

DIMENSIONS

The incumbent reports to a Kitchen Steward or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs a variety of ongoing cleanup activities including emptying trash, mopping, cleaning spills, and overall wiping down of all surfaces;
2. Replenishes supply of clean linens, silverware, glassware and dishes in dining room.
3. Assists Head Service Attendant - Hot/Cold Line in setting up/keeping cold serving lines and refrigerator reach-ins and keeping them neat/replenished throughout meal periods; breaks down cold lines at end of meal periods;
4. Prepares serving line items for display/serving (i.e., cutting pies/cakes/pastries, dishing up fruit, arranging milk/juice containers, etc.); ensures proper serving methods and portion sizes;
5. Follows proper sanitation standards, maintaining a "clean-as-you-go" environment; wears proper sanitation attire including whites/apron/hair net; if required, wears cap/gloves;
6. Cleans and polishes glass shelves and doors of service bars and equipment such as coffee urns and cream and milk dispensers.
7. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
8. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying dishes/trays/supplies up to 25 pounds; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms sliding dishes on tables/trays, opening doors, and polishing fixtures, exerting force of 10 to 20 pounds;
4. Frequent bending/twisting at waist/knees/neck while picking up items from floors, stocking, cleaning, etc.;
5. Occasional kneeling/crouching;

Service Attendant

6. Constant use of both hands/arms in reaching/handling/grasping/fingering while setting up serving lines, cleaning, stocking supplies, etc.;
7. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include hand/eye coordination and visual acuity in near- and mid-range;
8. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring all duties are performed according to procedures, as well as maintaining a safe/clean work environment;
2. Must be able to read/write/speak English; must possess basic mathematical skills.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a food service cafeteria.

Tools & Equipment Used: Serving trays, carts, dishes, glasses, and cleaning solutions/supplies.

REQUIRED TRAINING AND WORK EXPERIENCE

No experience required.

OTHER SPECIAL QUALIFICATIONS

None.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Storekeeper

JOB CODE : 030407, 030466

DATE PREPARED : May 25, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent maintains an adequate supply of food and dry goods items necessary for menu requirements and daily cafeteria operation.

DIMENSIONS

The incumbent reports to a Chef or Food Services Supervisor and may direct the activities of Assistant Store Keeper.

NATURE AND SCOPE

1. Ensures that all perishable items are dated and properly rotated;
2. Ensures that all food orders are checked against order sheet and are correct before shipping;
3. Ensures that all items received from warehouse are of the proper stock numbers ordered and meet with specifications;
4. Responsible for proper sanitation of dry storage area and refrigerator/freezers;
5. Inventories all storeroom items as required;
6. Receives orders from areas;
7. Ensures that C-P order is complete and on the truck within established time frame;
8. Ensures that all special function orders are delivered as requested;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Frequent standing/walking short distances in kitchen/storage areas;
2. Occasional sitting at desk while completing paperwork;
3. Constant lifting/carrying food and dry goods items, 10 to 50 pounds;
4. Frequent pushing/pulling using both hands/arms requiring force up to 50 pounds while moving boxes and bags of food/dry goods and opening refrigerators and freezers;

<p><i>Constantly = Over 2/3 of time</i> <i>Frequently = 1/3 - 2/3 of time</i> <i>Occasionally = Less than 1/3 of time</i></p>

Storekeeper

5. Occasional climbing step stool to reach upper shelves;
6. Frequent bending/twisting at waist/knees/neck while stocking, inventorying, and moving food supplies;
7. Occasional kneeling/crouching to reach lower shelf areas;
8. Constant use of both hands/arms in reaching/handling/grasping/fingering while performing duties; overhead reaching required;
9. Constant use of sight abilities in ordering, stocking, inventorying, and determining quality and freshness of food and dry goods; visual requirements include color vision, depth perception, and visual acuity in near- and mid-range;
10. Frequent use of speech/hearing abilities in communicating with suppliers, cooks, pantry personnel, coworkers, and supervisors;
11. Frequent use of sense of smell in determining quality and freshness of food items.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that supply of food and dry goods is adequate and fresh and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, read instructions, rules, etc.;
4. Must be able to deal with pressure of heavy work load;
5. Must be able to direct activities and provide guidance to Assistant Store Keeper, if required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed in food storage and kitchen areas.

Tools & Equipment Used: Food and dry goods items, refrigerators, freezers, food/material handling equipment, computer, and general office equipment.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as storekeeper, exchange attendant, assistant storekeeper, or head pantry; or three years of experience as head exchange attendant. Combination of kitchen work and warehouse work will be accepted. Inventory control experience required.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Vending Machine Attendant

JOB CODE : 030418, 030475

DATE PREPARED : May 25, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares and maintains stock of food vending machines and assists pantry and kitchen personnel as required.

DIMENSIONS

The incumbent reports to a Chef or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Checks vending machines and refills as required;
2. Is responsible for sanitation of vending machines;
3. Prepares triangle sandwiches for vending machines; orders items required for vending from the storeroom; receives items prepared by vending production crew;
4. Ensures that all items ordered are available and all prepared packaged items are dated;
5. Documents all discards on a daily discard form;
6. Assists in serving lines during meal periods or in pantry, if required;
7. Prepares and sets up fresh fruit stations for meal periods; may wash, peel, cut, and shred vegetables and fruits to prepare them for use, if required;
8. Maintains a "clean-as-you-work" environment at all workstations;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food products up to 35 pounds;
3. Frequent pushing/pulling using both hands/arms opening/refilling vending machines and moving boxes, exerting up to 30 pounds of force;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while placing food in vending machines, serving, cleaning, preparing food, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Vending Machine Attendant

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while checking and refilling vending machines, preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include hand/eye coordination and visual acuity in near- and mid-range;
7. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell in determining quality and freshness of food.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that vending machines are checked, filled, and cleaned in accordance with all procedures; food is well prepared according to instructions; and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English and read instructions, rules, etc.;
4. Must be flexible and able to perform pantry or serving line duties as required.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in a kitchen environment and outdoors in motor vehicles while making rounds of vending machines, exposed to normal weather and driving conditions.

Tools & Equipment Used: Vending machines, hand trucks/carts, knives, assorted kitchen equipment/utensils, and motor vehicle.

REQUIRED TRAINING AND WORK EXPERIENCE

Four years of experience as assistant storekeeper, pantryman, or head pantryman. Time spent in these classifications in attaining accredited certification can be counted as part of overall required experience.

OTHER SPECIAL QUALIFICATIONS

The wording "accredited certification" as used above is certification of course completion in specific classification from an accredited school or certification of course completed while in the military. It will be the responsibility of the applicant to present such credentials in a reasonable time period. Valid driver's license required.