

**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>
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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.