# POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission: ☐ Redescription ☑ New ☐ Reestablishment ☐ Other

3. Service: ☐ Hdqtrs ☑ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*

NAF PD 208

7. Fair Labor Standards Act: ☐ Exempt ☑ Nonexempt

8. Financial Statements Required: ☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interest

9. Subject to IA Action: ☐ Yes ☑ No

10. Position Status: ☑ Competitive ☐ Excepted *(Specify in Remarks)* ☐ SES (Gen.) ☐ SES (CR)

11. Position Is: ☐ Supervisory ☐ Managerial ☑ Neither

12. Sensitivity: ☑ 1--Non-Sensitive ☐ 3--Critical ☐ 2--Noncritical Sensitive ☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

| 15. Classified/Graded by | Official Title of Position | Pay Plan | Occupational Code | Grade | Initials | Date |
|---|---|---|---|---|---|---|
| a. Office of Personnel Management | | | | | | |
| b. Department, Agency or Establishment | CYP Food Service Worker | NA | 7408 | 04 | SN | 10/9/08 |
| c. Second Level Review | | | | | | |
| d. First Level Review | | | | | | |
| e. Recommended by Supervisor or Initiating Office | CYP Food Service Worker | NA | 7408 | 04 | | |

16. Organizational Title of Position *(if different from offiical title)*
CYP Food Service Worker

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment
DEPARTMENT OF THE NAVY

a. First Subdivision
COMMANDER NAVY INSTALLATIONS COMMAND

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*
G. YOUNG
CNIC CYP

Signature: Greg Young | Date: 10/9/08

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action
S. J. NEW
PRINCIPAL CLASSIFIER

Signature: S New | Date: 10/9/08

22. Position Classification Standards Used in Classifying/Grading Position

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

| 23. Position Review | Initials | Date | Initials | Date | Initials | Date | Initials | Date | Initials | Date |
|---|---|---|---|---|---|---|---|---|---|---|
| a. Employee *(optional)* | | | | | | | | | | |
| b. Supervisor | | | | | | | | | | |
| c. Classifier | | | | | | | | | | |

24. Remarks

IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20A TO VERIFY ACCURACY WHEN PD IS USED

25. Description of Major Duties and Responsibilities *(See Attached)*

# Child and Youth Program Food Service Worker
# NA-7408-04

## Introduction

The purpose of the Child and Youth Program (CYP) Food Service Worker position is to perform a variety of food preparation and food service tasks for the CYP. This position is located in a Child Development Center (CDC) but may assist with food preparation for the School Age Care (SAC) program.

## Major Duties and Responsibilities

The CYP Food Service Clerk performs various tasks or a sequence of tasks in food service and preparation. Tasks consist of several steps that require attention to work operations and follow an established sequence of work. These tasks, which are summarized into categories related to food preparation and service, kitchen maintenance, and food storage, are summarized below.

### Food Preparation and Service

- Assists in food preparation with tasks such as peeling potatoes; cutting, sorting and washing vegetables and fruits; assembling sandwiches; and measuring and weighing ingredients.
- Stocks food service carts with appropriate utensils, plates, bowls, food and beverages, as required for family style dining in the classrooms or activity areas.
- Wraps, arranges, and/or packages items for serving to children and youth.
- Transports food from kitchen area to classrooms or activity areas.
- Returns carts, dishes, and leftover food to the kitchen and disposes of all food waste and trash.

### Kitchen Maintenance

- Pre-rinses and washes pots, pans, dishes, glasses and silverware in either a mechanical dishwasher or manually according to sanitation regulations.
- Cleans serving carts, food preparation areas, cupboards, drawers, and dishwashing areas.
- Sets up and operates a mechanical dishwasher.
- Removes inspection doors, strainer pans, screens, and spray arms for preventive maintenance and cleaning.
- Scrapes, soaks, scours, and scrubs the heavier cooking utensils such as mixing bowls and pots which, because of their large size and weight, are awkward to handle.
- Performs heavy-duty cleaning tasks throughout the food service and related areas, such as cleaning ceilings; cleaning exhaust hoods; cleaning spaces under and behind kitchen equipment, including moving the equipment; washing floors and walls with powered cleaning equipment; cleaning walk-in refrigerators and freezers; and sanitizing garbage room.
- Maintains work area in a clean and orderly manner, adhering to NAVMED P5010 and all local policies and procedures.
- Operates, breaks down and cleans all electrical equipment assigned to the area for food preparation.
- Stores sanitized dishes and silverware.

**Food Storage**

- Labels and dates all items in refrigerators and freezers and stores leftovers in accordance with sanitation and health standards.
- Stores canned, boxed, and/or frozen items in food storage area.
- Unloads food and supplies from delivery trucks.
- Moves heavy garbage cans when collecting and transferring trash from the work area to the disposal area.

**Additional Responsibilities**

- Responsible for complying with security, fire and sanitation rules, policies, procedures, and regulations.
- Ensures compliance with U.S. Agriculture (USDA) Child and Adult Care Food Program (CACFP), and all pertaining standards, policies, and regulations.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Completes all Department of Navy (DoN) training requirements.
- Performs other duties as assigned.

**Classification Factors**

Factor 1. **Skill and Knowledge**

- 18 years of age and High School graduate or equivalent.
- Ability to speak, read and understand written material in English such as time and duty schedules, standard operating procedures, menus, recipes, and work instructions.
- Understanding of food handling techniques, personal hygiene standards, and safe work procedures.
- Skill and knowledge to perform tasks involving several procedures.
- Basic understanding of recipe construction.
- Knowledge of techniques for measuring ingredients.
- Working knowledge of diet principles.
- Knowledge of basic arithmetic in order to count the number of tables and serving bowls required or determine the number of servings a container will yield.
- Working knowledge of sanitation standards and procedures to prevent contamination, such as the need to clean equipment previously used for raw food before further use and the need to use a chemical sanitizer or maintain proper water temperature when cleaning dishes.
- Ability to obtain a food handler's card.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Factor 2. **Responsibility**

The incumbent works under general supervision. Assignments are made orally or in writing. Detailed instructions may be given on new or special projects. Routine tasks are performed independently in accordance with written guide of established policy. Judgment is used to plan and organize duties. Work is spot checked by the supervisor. Some judgment is used in maintaining established standards of sanitation, safety, and service. Responsible for the correct operation and care of equipment in assigned area such as mechanical dishwasher. The supervisor is available to resolve problems and answer questions.

Factor 3. **Physical Effort**

Primarily performs work requiring light to moderate physical effort. Incumbent is subject to continuous standing and walking, and frequent stooping, reaching, pushing, pulling, and bending. Frequently lifts or moves objects weighing up to 40 pounds. May be required to perform heavy work, such as scouring and scrubbing large-size cooking utensils and pushing heavy carts in unloading, storing, and delivering supplies. May be required to work on ladders and use powered cleaning equipment.

Factor 4. **Working Conditions**

The work is performed in kitchen areas where the steam and heat from cooking and dishwashing equipment often cause uncomfortably high temperatures and humidity. The work area is well lighted but usually noisy from food service activities, and there is danger of slipping on floors where food or beverages have been dropped. Food service workers are regularly exposed to hot liquids, sharp cutting blades, hot working surfaces and extreme temperature changes when entering walk-in refrigeration or freezing units.