



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 7113

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**FOOD SERVICE ASSISTANT**  
GRADE C

**SCOPE OF WORK:**

Work activities involve assisting with the preparation of nutritious meals for clients, patients, students, guests, and staff at state facilities. Meals are prepared in compliance with medical orders and individual needs and preferences.

**DUTIES PERFORMED AT ALL LEVELS:**

- Prepare nutritious food in a sanitary and attractive manner according to menu guidelines; maintain food at proper holding and storage temperatures according to Hazard Analysis and Critical Control Point (HACCP) guidelines.
- Follow HACCP prevention-based food safety system standards and Material Safety Data Sheets (MSDS) guidelines in performing dishwashing functions as well as cleaning and sanitizing food preparation areas and equipment to ensure general sanitation, food safety, personal hygiene, and infection control.
- Gather and dispose of garbage according to accepted standards and practices.
- Prepare and set up cafeteria serving lines; assist with serving and keep adequate food supplies on the serving line; deliver meal trays as needed.
- Ensure adherence to established portion guidelines, flow sheets for special diet portions, serving time frames, and proper holding temperatures.
- Collect and record data for Quality Control Studies, procedure sheets, temperature sheets, inventory sheets, and other necessary documentation.
- Perform routine inspection and maintenance of food service equipment.
- Maintain security of the facility through proper locking procedures and equipment usage.
- Prepare dishes for washing; load and operate dishwasher according to directions.
- Maintain proper care of linens by sorting into proper bags, delivering and picking up laundry, sorting, folding, and placing in storage areas.
- May supervise students, clients, patients, or inmates assisting in food preparation, serving, and clean up.
- May assist with receiving and unloading goods; perform inventory management, unpacking, stocking, and moving supplies following HACCP regulations.
- May prepare and serve foods in facilities such as snack bars where food preparation time is short and minimal processing procedures are required.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED or one year of food service experience.

Eff. Date: 05/84

Rev: 03/00 – Word processing conversion

Rev: 12/01 – Combine 7111-3, Food Service Worker I, II, III, and 7121, Cook I, into one class

Rev: 07/12 – Conversion to Hay System