

STATE OF ALASKA
DEPARTMENT OF [Insert]
Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DIVISION: AVTEC		PCN: Multiple (Position Description Attached)	
JOB CLASS/TITLE: Food Service Lead		WHEN POSITION IS NEEDED: ASAP	
DUTY STATION: Seward		WAGE GRADE: 56 Wage: \$25.53 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.	
☐	Permanent Full-Time	☒	Permanent Full-Time Seasonal (School Year)
☐	Permanent Part-Time	☐	Permanent Part-Time Seasonal
☐	Non-Perm Full-Time	☐	Non-Perm Part-Time

CANDIDATE MUST BRING TO INTERVIEW:

- ☒ Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71)
- ☒ Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form
- ☒ Criminal Convictions: Must provide a copy of the judgement from the Court for any Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring APSIN* clearance, must provide judgement for all convictions regardless of date.
- ☒ Copy of certifications and licenses
- ☐ Other:

Note: Candidates who do not bring the required information to the interview may be rejected.

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Position Description Attached

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

In the AVTEC kitchen, using written and verbal directions, prepare, cook, and service meals for an average of 200 students per meal; maintains clean work area and follows facility procedure for security, cleanliness, and serving. Under direction of food service foreman, the position is delegated authority to change orders and assign work.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Cooking and Meal Preparation		
E/M	% of Time	Duty Statement
E	65 %	Weigh, measure, and assemble ingredients to prepare beverages and foods for cooking and serving. Prepare food that meet standards of taste, temperature, appearance, texture, and diet requirements. Recognize produce and food products that do or do not meet quality, safety, and sanitation standards.

E/M	% of Time	Duty Statement
E	65 %	Weigh, measure, and assemble ingredients to prepare beverages and foods for cooking and serving. Prepare food that meet standards of taste, temperature, appearance, texture, and diet requirements. Recognize produce and food products that do or do not meet quality, safety, and sanitation standards.

Functional Area Title: Non-Cooking Duties		
E/M	% of Time	Duty Statement
E	25 %	Clean kitchen cooking, eating, receiving, and storage areas and equipment and all items used in preparation, cooking, and consumption and storage of food. Clean cafeteria tables, floors, and serving tables and equipment. Receive food and supplies from vendors, inventory and properly store received goods.

E/M	% of Time	Duty Statement
E	25 %	Clean kitchen cooking, eating, receiving, and storage areas and equipment and all items used in preparation, cooking, and consumption and storage of food. Clean cafeteria tables, floors, and serving tables and equipment. Receive food and supplies from vendors, inventory and properly store received goods.

Functional Area Title: Lead Duties		
E/M	% of Time	Duty Statement
E	10 %	Under the general direction of the Food Service Foreman prepare shift schedules, assign work, and oversee the daily operation of meal preparation and cleaning. Change menus as needed to meet changing conditions.

E/M	% of Time	Duty Statement
E	10 %	Under the general direction of the Food Service Foreman prepare shift schedules, assign work, and oversee the daily operation of meal preparation and cleaning. Change menus as needed to meet changing conditions.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Use desk top computer to receive and write work related emails and view AVTEC Intranet updates. Daily.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Ranges, grills, alto-shams, steam kettles, band saws, meat grinders, deep fat fryers, large food processors, mixers, meat slicers, toaster, steam line, dish machine, garbage disposal, high pressure pot washer, bread slicers, thaw coolers, ice machine, brooms, mops, calculators, copy machine. Daily

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

State Serve Safe requirements for sanitation, AVTEC policy manuals, equipment operation manuals, recipes. product guides and cooking/storage instructions. Bargaining Unit Contracts as necessary.

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

Under general direction of foreman, independently prepares any or all items on a menu; prepares several items simultaneously; follows instructions for modifications for food preparation depending on diets; ensures adequate supplies are on hand and equipment is in good working order; cleans kitchen and cafeteria and related areas and equipment. Assigns work to kitchen staff, coordinated menus with foreman.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Verbally communicate with foreman and other kitchen staff to receive and/or provide guidance and instruction. Daily.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

Failure to perform duties can lead to serious injury from improper handling of sharp knives or hot equipment or food products. Failure to adhere to proper sanitation guidelines could lead to food poisoning of students or staff consuming meals.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Knowledge of food terminology, measuring devices, kitchen equipment and serving information. Knowledge of personal; hygiene, general sanitation and safe work standards. Select guidelines, standards, and procedures appropriate for a task. Compute simple calculations for portion control and recipe conversions. Understand good customer service standards and interest in customer needs, concerns, and limitations.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Alaska Serve Safe certification.

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating Description

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting		P		
Walking				F
Standing				F
Running	N			
Jumping	N			
Bending or twisting			O	
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level			O	
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance	N			
Climbing stairs	N			
Driving cars, light duty trucks	N			
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers				F
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds			O	
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds			O	
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds		P		
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces		P		
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance	N			
Seeing objects peripherally	N			
Using depth perception	N			
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone			O	
Communicating through speech				F
Communicating by writing/reading			O	
Distinguishing odors by smell				F
Distinguishing tastes				F

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes		P		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)				F
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts				F
Work on and off moving equipment	N			
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels		P		
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)				F
Use of hot equipment (e.g., kitchen ovens, lab equipment)				F
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment	N			

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Exposure to hazardous equipment (e.g., guns, chainsaws, explosives) refers to meat slicers.

5. Supervisory Authority

This page must be completed if PCN **058549** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **058549** supervises or leads. Record **058549** 's level of authority for each area of responsibility according to the definitions below. Subordinate positions listed must be consistent with those reflected on the staffing chart, and levels of authority must be substantiated in all other applicable portions of the PD (i.e. duties, guides, actions, decisions).

Note: These ratings are not dependent upon whether the position has actually exercised the authority, but rather what level is assigned.

Level Definition of Level of Authority Assigned

- 1 = Has authority to take action; notification to supervisor may or may not be necessary afterward.
- 2 = Effectively recommends and discusses decision with supervisor; then takes action.
- 3 = Presents recommendations to supervisor; supervisor makes decision and directs position to take action.
- 4 = No authority to take or recommend action.

Is PCN **058549** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **Yes** If no, skip this section.

PCN 058549 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 058549	Employ (includes authority to hire, transfer, layoff, OR recall)	Discipline (includes authority to suspend, demote, OR issue written warnings)	Discharge	Adjudicate Grievances (includes authority to respond to a first level grievance under a collective bargaining agreement)	Assign Work	Set Task Priorities	Check Quality of Work	Evaluate Performance	Instruct & Train Staff
058099	4	4	4	4	1	1	1	3	3
058608	4	4	4	4	1	1	1	3	3
058100	4	4	4	4	1	1	1	3	3
058677	4	4	4	4	1	1	1	3	3
074571	4	4	4	4	1	1	1	3	3
07N07029	4	4	4	4	1	1	1	3	3
074574	4	4	4	4	1	1	1	3	3