

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: 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: 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: 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: 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.;

<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>

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.

**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: 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: 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>

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: 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>

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.