

STATE OF ALASKA

Public Employees Local 71 (LTC) REQUEST FOR REFERRAL

DEPARTMENT/DIVISION: DNR.FORESTRY	PCN: 10-9490
JOB CLASS/TITLE: FOOD SERVICE, JOURNEY	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 57	PAY WAGE: \$ 22.80+DOE (steps)
CITY LOCATION: MCGRATH	
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JOB DESCRIPTION:

Assists the head cook in preparing meals for up to 135 firefighters. Using safe food handling techniques to avoid illness, the position prepares, seasons, cooks, and bakes the full range of foodstuffs. Food is prepared to meet nutritional requirements, taste standards, proper temperatures, appearance, and texture. Follows specific dietary instructions and recipes related to preparing foods for modified diets, or for the needs of wildland fire fighting personnel. Modifies recipes according to volume. Prepares several menu items simultaneously, which may include both hot and cold items. Plans and prepares meals for transport to firefighters in the field.

Assists with maintaining adequate kitchen and food supplies and maintaining equipment. The position ensures food is stored at the correct temperature and stored properly to avoid cross contamination. Rotates stock as needed and assists with ordering.

Inspects kitchen equipment and reports any necessary repairs. Under the direction of the head cook, salads, sandwiches and beverages will be prepared by this position. If sack lunches are necessary, this position will assemble all materials and ensure adequate numbers are prepared.

Operates mixers, ovens, steamers, peelers, grills, and other food preparation equipment. At meal time, sets up steam tables and portions cooked food to the line. This position also cleans the work area to include stoves, refrigerators, and galley on an ongoing basis as things are spilled, splattered, etc.

Follows required sanitation and safe work standards to safely use and clean kitchen food service equipment and dining area.

TYPE OF POSITION

<input type="checkbox"/>	Permanent Full-Time	<input checked="" type="checkbox"/>	Permanent Full-Time Seasonal
<input type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time
<input type="checkbox"/>	Non-Perm Part-time Sporadic	<input type="checkbox"/>	Seasonal

2. Duties

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

The position assists the head cook in the operation of the mess hall for the DOF`s McGrath Firefighting Base. During a busy fire season, this position will assist the lead cook in preparing from 6,000 to 10,000 meals. The position also assists in ordering, preparation of food, preparation of menus.

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: Food Preparation		
E/M	% of Time	Duty Statement
E	60 %	Assists the head cook in preparing meals for up to 135 firefighters. Using safe food handling techniques to avoid illness, the position prepares, seasons, cooks, and bakes the full range of foodstuffs. Food is prepared to meet nutritional requirements, taste standards, proper temperatures, appearance, and texture. Follows specific dietary instructions and recipes related to preparing foods for modified diets, or for the needs of wildland fire fighting personnel. Modifies recipes according to volume. Prepares several menu items simultaneously, which may include both hot and cold items. Plans and prepares meals for transport to firefighters in the field. In more complex meal preparation, this position will assist the Head Cook in any capacity necessary. This includes watching food that is being cooked and stirring, turning or removing from the heat as necessary. Recommends menu changes and substitutions.
E	10 %	Assists with maintaining adequate kitchen and food supplies, and maintaining equipment. The position ensures food is stored at the correct temperatures, and stored properly to avoid cross contamination. Rotates stock as needed, and assists with ordering. Inspects kitchen equipment and reports any necessary repairs.
E	4 %	Under the direction of the Head Cook, salads, sandwiches and beverages will be prepared by this position. If sack lunches are necessary, this position will assemble all materials and ensure adequate numbers are prepared.
E	10 %	Operates mixers, ovens, steamers, peelers, grills and other food preparation equipment. At meal times sets up steam tables and portions cooked food to the line. Also cleans the work area to include stoves, refrigerators, and galley on an ongoing basis as things are spilled, splattered, etc. Follows required sanitation and safe work standards to safely use and clean kitchen food service equipment and dining area.

Functional Area Title: Personnel		
E/M	% of Time	Duty Statement

E	4 %	This position directs the assignments of subordinate temporary seasonal kitchen helpers. This position will also act as Head Cook in that position`s absence.
E	4 %	Position signs in and assures all persons eating each meal has a charge code assigned for charge backs or for commissary deductions (regular employees).
E	4 %	Position assures that sack lunches are ready for all persons in flight status when in charge of mess hall during the absence of the lead cook or the 7 day per week shift coverages.

Functional Area Title: Other duties		
E/M	% of Time	Duty Statement
M	2 %	Position may assist maintenance or administration staff.
M	2 %	Duties may include fire assignments to other areas or the lower 48(optional).

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.).

Daily - Personal Computer, Microsoft Outlook email,

Biweekly - Microsoft Word, Excel spreadsheets.

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.).

Daily -This position is required to work in small, hot kitchen with and around sharp kitchen utensils and equipment. This position is required to work with harsh cleaning chemicals.

Daily - This position must be able to work with various kitchen aids including meat slicer, commercial size mixers, commercial dish washer, meat chopper, steam cooker, commercial ovens and grill tops.

Weekly - 2-3 times/week. Position will need to receive food, cooking and cleaning supplies and may may need the use of hand trucks and step ladders.

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.).

Biweekly: review employee health guidelines: <http://www.fda.gov/Food/Guidance>

Regulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.htm

18 AAC 31 Alaska Food Code: <http://www.dec.alaska.gov/commish/regulations/pdfs/18%20AAC%2031.pdf>

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.

This position will also act as Head Cook in that person`s absence and in that capacity,commit to purchases within delegated authority.

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.

Daily: Temporary Seasonal Employees - Assist Lead Cook in managing daily activities.

Emergency crew - Assist Lead Cook with assigning duties and monitoring performance.

Emergency Firefighters - Daily service and solicit comments on quality and menu.

Supervisor - Get priorities, assignments, direction and advice. Communicate any current mess-hall needs.

Area operations personnel - Get quality control feedback, meet area support needs.

Weekly: Assist vendors or delivery crews with delivery of food and supplies.

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?

Improperly cooked meal or menu will result in poor morale in camp.

Poor sanitation will result in widespread illness and loss of the camp`s essential function of protecting villages and private property from wildfires.

Inattention to stocking levels may result in spoiled foods and result in either of the two previous consequences.

Improper ordering will create shortages which is not easily fixed in a bush community where there are limited resources.

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

This position requires the knowledge of:

- food terminology, measuring devices, kitchen equipment and serving information
- personal hygiene, general sanitation and safe work standards to safely use and clean kitchen, food service equipment and dining area
- Ability to communicate effectively with staff and customers, verbally and in writing
- read, understand and follow written policies and procedures, safety data sheets, diet cards and work assignments
- keep records and complete forms following procedures
- recognize produce and food products which do or do not meet quality standards
- meet quality/quantity control, safety and sanitation standards
- perform tasks in logical sequence
- select guidelines, standards or procedures appropriate to the task
- do simple arithmetic calculations and record appropriately
- assist in preparing foodstuffs which meet the standards of taste, temperature, appearance, texture and diet requirements if applicable to the work assignment
- demonstrate a customer service orientation and display sensitivity and interest in customer concerns, needs and limitations
- adapt to a changing conditions, schedules or meal requirements on short notice to meet the needs of firefighters as they come in from or out to the field,
- Skill in weighing, measuring and assembling ingredients to prepare beverages and foods for cooking or

serving

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).

First Aid/CPR certification

Bloodborne Pathogens awareness

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			O	
Walking				F
Standing				F
Running	N			
Jumping	N			
Bending or twisting			O	
Squatting or kneeling			O	
Crawling	N			
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
Climbing stairs			O	
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)			O	
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)			O	
Fine manipulation with fingers				F
Pinching with fingers			O	
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds				F
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		P		
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance		P		
Seeing objects peripherally		P		
Using depth perception		P		
Seeing close work (e.g., typed print)				F
Distinguishing colors		P		
Hearing conversations or sounds				F
Hearing via radio or telephone	N			
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			O	
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
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			O	
Work on and off moving equipment	N			
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters		P		

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)		P		
Exposure to needles or sharp implements (e.g., hospital, kitchens)				F
Use of hot equipment (e.g., kitchen ovens, lab equipment)			O	
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		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Working long hours in stressful conditions without days off			O	

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

None needed.

5. Supervisory Authority

This page must be completed if PCN **109490** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **109490** supervises or leads. Record **109490** '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 **109490** assigned supervisory or lead level authority for one or more of the responsibilities listed in the chart below? **No** If no, skip this section.

PCN 109490 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 109490	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
None									