

STATE OF ALASKA
DEPARTMENT OF MILITARY & VETERAN AFFAIRS
Public Employees Local 71 (LTC)
REQUEST FOR REFERRAL

DIVISION: ALASKA MILITARY YOUTH ACADEMY	PCN: 090343 (Position Description Attached)
JOB CLASS/TITLE: P9101 FOOD SERVICE JOURNEY	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 57/\$18.80 +DOE (steps) Benefits include: Medical, Dental, Vision, Retirement, Paid Leave and Holidays.	DUTY STATION: CAMP CARROLL/FT Richardson
<input checked="" type="checkbox"/> Permanent Full-Time	<input 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
PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	
CANDIDATE MUST BRING TO INTERVIEW: <input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) <input type="checkbox"/> Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form <input type="checkbox"/> Criminal Convictions: Must provide a copy of the judgement from the Court for <u>any</u> Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring APSIN* clearance, must provide judgement for <u>all</u> convictions regardless of date. <input checked="" type="checkbox"/> Copy of certifications and licenses <input type="checkbox"/> Other:	
<i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>	
<p>Please make sure that the State of Alaska Application reflects the following experience:</p> <p>Applications will be reviewed for documented experience working in an institutional kitchen; in addition, the application must document proficiency in the following:</p> <ol style="list-style-type: none"> a. Independent preparation by any method of full range and variety of menu items, b. Using cycle menus c. Using standardized and portion size recipes d. Using dietary manuals, oral or written instructions e. Preparation of modified diets. 	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER: 907-279-7171 EMAIL ADDRESS: tracy@local71.com

2. Duties

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

Under the general direction of the Lead Cook, uses standardized recipes to prepare, cook, and serve a variety of menu items. Interprets production worksheets, recipes, and written instructions. Cleans and sanitizes kitchen equipment, food service contact surfaces, and other areas.

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: Performs Food Preparation and Service Responsibilities		
E/M	% of Time	Duty Statement
E	75 %	<p>The incumbent is fully proficient and performs independently.</p> <ul style="list-style-type: none"> • Must possess a working knowledge of food service terminology, use of measuring devices, kitchen equipment, safety procedures, general kitchen sanitation requirements, and be thoroughly trained to use safe food handling procedures designed to protect from food-borne illness. • Prepares and/or assist food production by using the prescribed recipes and preparation methods. Correctly fill out productions sheet as required by the NSLP standards during every meal service. • Insures that all required meal portions are being served as outlined by the School Nutrition Program. • Cleans & sanitize kitchen work areas, to include equipment, counter tops, and storage areas, and keep kitchen clutter free at all times.

Functional Area Title: Maintain High Sanitation Standards		
E/M	% of Time	Duty Statement
E	25 %	<ul style="list-style-type: none"> • Assures that the correct counts which are posted daily by the cadresection, on-the ground reports are being monitored and documented in the point of service log and the productions sheets. • Store foods at safe/proper temperatures as outlined in "Sersafe Essentials", and health department guideline. • Assist with dish/pan washing & garbage disposal. • Other duties as assigned.

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.).

Uses Microsoft Office software daily to input work hours to time sheet.

Checks SOA email at least once daily and respond if required.

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.).

Uses commercial kitchen equipment to include mixers, ovens, grinders, blenders, food processors, steam kettles, steam tables, peelers, knives, toasters, dishwashing machine, vacuum cleaners, carpet cleaner, mops, brooms, etc.

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.).

NSLP, USDA, FDA, OSHA, and local Health Department rules.

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.

Independently performs assigned duties according to established guidelines.

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.

Communicates routinely with the shift's Lead Cook to receive daily work assignments/instructions.

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?

Journey Cooks are responsible for meeting food production deadlines. Failure to meet deadlines would result

in meals being late thus causing interruptions to the Cadet schedules and activities. Failure to comply to any prescribed NSLP standards and policies can and will result in assessed NSLP funding penalties.

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

Incumbent must possess strong communication skills. The incumbent must communicate daily with team members, Lead Cook, and Cadre personnel.

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).

Serv-Safe Certification (within 30 days of hire)

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				F
Squatting or kneeling				F
Crawling	N			
Reaching above shoulder level			O	
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance			O	
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			O	
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			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds			O	
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
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)			O	
Distinguishing colors			O	
Hearing conversations or sounds				F
Hearing via radio or telephone			O	
Communicating through speech				F
Communicating by writing/reading				F
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		P		
Work on and off moving equipment	N			
Work on slippery or uneven surfaces	N			
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels			O	
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)			O	
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	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.

DMVA is housed on the Joint Base Elmendorf-Richardson military base. Incumbents must be able to pass a federal background security check in order to qualify for military base access. All job offers are conditional pending the successful completion of the background check and issuance of a Defense Biometrics Identification System card. The individual must also be able to maintain the clearance throughout employment. DMVA employees are considered guests on base - adherence to special security guidelines, protocol, etc., for Joint Base Elmendorf-Richardson must be followed.

5. Supervisory Authority

This page must be completed if PCN **090343** is assigned supervisory or lead level authority (this includes Labor, Trades and Crafts foreman positions). In the chart below, list each position PCN **090343** supervises or leads. Record **090343** '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 **090343** 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 090343 's Responsibilities and Assigned Level of Authority									
Positions Directly Supervised or Led by PCN 090343	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									