

POSITION DESCRIPTION (Please Read Instructions on the Back)

PERSONNEL COPY

1. Agency Position No.

05738-0

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location VAMC, Bath, NY		5. Duty Station Bath, NY		6. OPM Certification	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. <input checked="" type="checkbox"/> <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncrit <input type="checkbox"/> 4-Social	
14. Agency Use									

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Food Service Worker Leader	WL	7408	6	NY	4/24/08
e. Recommended by Supervisor or Initiating Office	Food Service Work Leader	WL	7408	06		

16. Organization Title of Position (If different from the official title)
Nutrition Food Service Work Leader

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of Veterans Affairs

a. First Subdivision
Nutrition and Food Service

b. Second Subdivision
Service Line

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor
Thomas Reinhart, NFS Supervisor
Signature: *John Reinhart* Date: 4-11-08

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Brandy D. Weber, Manager, NFS
Signature: *Brandy D. Weber* Date: 4-11-08

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action
REBECCA GOODRICH, HR Specialist
Signature: *Rebecca Goodrich* Date: 4/24/08

22. Position Classification Standards Used in Classifying/Grading Position
FWS Job Grading Standard for Leader WL/NL Jan 1980;
FWS Job Grading Standard for Food Service Worker, 7408 Feb 1992

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

APR 16 2008

**FUNCTIONAL CATEGORY:
OPERATIONS SUPPORT AND
ENVIRONMENTAL SERVICES**

POSITION DESCRIPTION
NUTRITION AND FOOD SERVICE WORK LEADER –WL-7408-06

INTRODUCTION:

The Food Service Work Leader provides work direction to approximately 10 to 14 full-time or part-time Food Service Workers, WG-1 through WG-4 and WG6 Truck drivers/FSW. The purpose of the work is to provide safe, appetizing meals to veteran patients and other customers in a manner that meets or exceeds customer expectations. The knowledge and skill level of these workers varies greatly. In the assigned responsibilities, incumbent is knowledgeable and competent to provide food service needs to adult veterans ages 20-65 and senior veterans, ages 65 and over. Incumbent has responsibility for leading the work direction overseeing food service operations in the absence of a Nutrition and Food Supervisor and acting as a point of contact for clarification of directives delegated by Nutrition and Food Service Supervisors.

GENERAL DUTIES:

The following duties are typical but not all inclusive of the assignments involved in this position:

Pass instructions received from supervisors on to FSW group lead by leader and getting work started, e.g., by assigning the immediate tasks to be performed by individual members of the group led.

Responsible to work with other workers and set the pace to accomplish assignments.

Responsible to demonstrate proper work methods including but not limited to preparation, simple cooking techniques, portioning and serving of foods on the centralized tray line and in the cafeteria to see that established procedures are followed. Routinely monitors food temperatures during meal service and at the point of delivery. Assures that workers utilize Hazard Analysis Critical Control Points (HACCP) methodology to prevent food borne illness and food contamination.

See to it that needed plans, materials, and tools are available, and that needed stock is obtained from supply locations.

Obtaining needed information or decisions from supervisors on problems that come up during the work; resolves simple informal complaints through discussions with employees. Prepares Report of Contact and recommendations to submit to the Supervisor concerning any problems with individual employees.

Maintaining a current knowledge, and answering questions of other workers on procedures, policies, written instructions, and other directives ; ensures policy and procedures for temperature and equipment operation are completed daily by the assigned foodservice workers. Reports any indiscretions to the supervisor.