

Oregon State Legislature Food Services Assistant Job Description

Classification Title	Food Services Assistant		
Job Code:		Job Family:	Parliamentary
Pay Grade	01	Date Reviewed:	
FLSA Status	Non-Exempt	Date Revised:	Jan. 2026

GENERAL SUMMARY

Assists in providing food service to members of the Legislative Assembly in the Joint Member Lounge by setting up and cleaning tables; assisting with food and beverage preparation and purchasing. Set-up display and storage; moving and/or rearranging tables and chairs; and cleaning up after meals throughout the day.

REPORTING RELATIONSHIPS

Reports jointly to the Chief Clerk of the House, and Senior Deputy Secretary of the Senate.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Assists with the setup, display and serving of food, beverages, and snacks.
2. Cleans up after meals and performs ongoing cleaning to maintain the highest levels of sanitation in the kitchen and lounge area.
3. Sets and cleans tables and serving areas. Prepares hot beverages and performs related cleanup. Washes dishes, as needed. Sweeps and vacuums throughout the day.
4. Assists with the consolidation and proper storage of food after meals
5. Moves and/or rearranges chairs, furniture, tables, desks, or other equipment as needed.
6. Picks up and sorts recyclable material into the appropriate containers.
7. Coordinates minor repair and maintenance issues with buildings Facility's division.
8. Tracks member participation with Financial Services the Chief Clerk, and Senior Deputy Secretary.
9. Communicates daily food menus to members.

10. Ensures only authorized members and individuals access the private member lounge spaces.

KNOWLEDGE, SKILLS & ABILITIES.

- **Knowledge of:**
 - Food service, and kitchen facilities.

- **Skill in:**
 - Using cutting tools, cookware, and bakeware
 - Communication
 - Customer service
 - Food handlers' card
 - General diplomacy
 - General writing

- **Ability to:**
 - Follow all sanitation procedures
 - Work in a team environment around elected officials
 - Communicate in writing using computers

MINIMUM JOB REQUIREMENTS

High School diploma or equivalent.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Positions in this class have occasional exposure to unpleasant environmental conditions and/or hazards. Occasional outside work.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work – Depending on assignment, positions in this class typically exert up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.