

PARK VIEW HEALTH CENTER

POSITION DESCRIPTION

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the many duties normally to be performed under this job title. Other duties not listed may be assigned. Regardless of supervision, each employee has responsibility for his own actions. This includes, but is not limited to, proper attitude toward residents and proper care and use of county property. It also includes questioning and reporting to the supervisor if a work situation is unfamiliar or appears inappropriate or unsafe. Employee must hold confidential all information regarding residents, staff and the facility.

POSITION: Food Service Worker May 2005

DEPARTMENT: Food and Nutrition Services

REPORTS TO: Food Service Supervisor

DUTIES AND RESPONSIBILITIES

1. Follows the procedures and instructions contained in each individual job assignment; asks for help when it is needed; offers assistance when there is time.
2. Performs food preparation tasks and assists cook in preparing foods as directed by supervisor or cook.
3. Portions food and assembles trays accurately according to menu and diet requirements.
4. Serves food at proper temperatures in accordance with safe and sanitary practices; transports loaded food carts to serving areas.
5. Operates the dishwashing machine; washes dishes, utensils pots and pans as needed; sanitizes food preparation equipment and dishes according to procedure.
6. Cares for and cleans food service equipment, refrigeration and freezer areas, storage and work areas as assigned; returns items to proper places after use.
7. Reports repairs and maintenance needs to supervisor.
8. Follows proper sanitation and infection control procedures; uses appropriate and timely handwashing technique.
9. Stores food in proper containers in proper places.
10. Properly disposes of garbage and waste according to procedures.

11. When assigned to driving/delivery duties, delivers food on time to designated meal sites in a safe, organized, efficient manner.
12. Adheres to mealtime and job assignment schedules; keeps supervisors informed of any necessary information; consults supervisors about any problems in completing assigned tasks in the allotted time period.
13. Works in a cooperative, harmonious manner with other staff, helping them when necessary and requesting help from them when needed; displays patience and kindness in dealing with residents, families and other staff.
14. Accepts supervision and suggestions in a constructive way; dresses in accordance with established uniform policy; learns Park View policies and procedures and follows them.
15. Exercises good judgement and initiative in assignments and standards of operation; uses proper body mechanics and lifting techniques.
16. Observes all established safety procedures; takes note of potential hazardous situations, such as slippery floors, sharp knives in dishwater or hot surfaces and utensils and takes preventive action; uses common sense and asks questions when necessary.
17. Other duties as assigned or necessary.

When assigned to driving/delivery duties:

18. Delivers food on time to designated meal sites in a safe, organized, efficient manner; delivers mail, deposits and performs other pickup and delivery assignments.
19. Serves food, checks jail inventory, takes care of paperwork; reports to supervisor or director any problems with delivery assignments.
20. Cleans vehicles after deliveries and reports maintenance problems which may need attention; cleans transport equipment and containers.
21. Other duties as assigned or necessary.

GENERAL QUALIFICATIONS

- 1, High school graduation or equivalent preferred; ability to read, write, make calculations and follow written and oral directions accurately; previous food service or kitchen experience desired.
2. Knowledge of therapeutic and texture modified diets, ability to comprehend and correctly make substitutions for foods or diet items.
3. Ability to stand and/or move for most of scheduled shift; ability to stoop, reach, climb, bend and lift a minimum of 50 to 75 pounds; knowledge of proper body mechanics and correct lifting techniques.

4. Ability to tolerate temperature changes, including working in areas with ovens and stoves operating, and going in and out of refrigerators and freezers.
5. Ability to hold all patient, facility and department information in confidence.
6. Ability and willingness to work in a cooperative harmonious manner with others; ability and willingness to accept directions and supervision in a constructive manner.
7. Responsible to immediately report any incident where you observe or have knowledge of alleged mistreatment, abuse or neglect of a resident and/or misappropriation of a resident's property.

WHEN ASSIGNED TO DRIVING/DELIVERY DUTIES

8. Valid Wisconsin driver's license and clear driving record; knowledge of good/defensive driving practices and willingness to follow them.
9. Ability to lift 100 to 150 pounds.

Date

Employee

Equal Opportunity Employer