



**Winnebago County**  
*The Wave of the Future*

## **JOB POSTING**

**POSITION TITLE:** Food Service Assistant

**LOCATION:** Park View Health Center

**HIRING RANGE:** \$16.68 - \$18.53/Hr.

**STATUS:** Full Time

**HOURS PER WEEK:** 40

**WORK HOURS:** 11 am – 7 pm

**APPLICATION DEADLINE:** Ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

---

## **WINNEBAGO COUNTY POSITION DESCRIPTION** *June 2023*

**POSITION TITLE:** Food Service Assistant

**DEPARTMENT:** Park View Health Center – Food and Nutrition Services

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Responsible for a variety of kitchen duties including accurately portioning meal/meal trays in accordance with approved diet guidelines and portions, and following safe food handling procedures. Cleans and cares for food service equipment and work areas according to established procedures.

### **ESSENTIAL FUNCTIONS:**

1. Assembles resident meal tray/meals according to menu and diet requirements while

ensuring the proper serving temperatures is maintained according to established procedures and that the food is served attractively.

2. Follows proper sanitation and infection control procedures at appropriate times: hand washing, cleaning, and sanitizing food preparation areas, equipment, pots/pans and dishes according to procedure.
3. Load and transport meal tray/meals and deliver and or serve in accordance to established procedures

#### **ADDITIONAL ESSENTIAL DUTIES:**

1. Reports repairs and maintenance to Lead Food Service Assistant
2. Dresses in accordance with established uniform policy
3. Exercises good judgment and follows Park View policies and procedures
4. Follows individual job assignment or other duties as assigned
5. Work with peers in a team environment, asking for help as needed or assist coworkers as needed.
6. Observe established safety procedures necessary to operate equipment necessary to perform the job. Demonstrating ability to safety and effectively utilize necessary power equipment. (i.e. dish-machine, garbage disposal, etc)
7. Stores food in designated areas in appropriate containers using proper date marking system established

#### **WORK RELATIONSHIPS:**

1. Reports to Lead Food Service Assistant
2. Works with Food Service Assistants, Cooks, Clinical Dietitian, Food and Nutrition Services Manager, Park View staff, residents and resident family members

#### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High School graduation or equivalent preferred.
2. Previous healthcare food service or kitchen experience desired

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to read and understand written and oral direction
2. Knowledge of therapeutic and texture modified diets desired
3. Ability to hold all patient, facility and department information in confidence in compliance with HIPPA regulation
4. Accept responsibility to immediately report any observation or have knowledge of alleged mistreatment, abuse or neglect of a resident and/or misappropriation of resident's property.

5. Computer skills include: Microsoft Office or similar products, ability to use email, e-learning and temperature monitoring software.
6. Ability to work varied week day schedule and every other weekend.

**PHYSICAL REQUIREMENTS:**

1. Stands walks and reaches the majority of workday, ability to stoop, climb, bend and lift up to 40 pounds; knowledge of proper body mechanics and use of correct lifting techniques.
2. Ability to tolerate temperature changes, including working in areas with operating ovens, stoves and going in - out of refrigeration and freezers.
3. May be required to enter resident isolation area and or room wearing appropriate coverings during meal service tray delivery and pick-up