



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Food Service Assistant

**LOCATION:** Park View Health Center

**HIRING RANGE:** \$15.31 - \$16.87/Hr.

**STATUS:** Part time

**HOURS PER WEEK:** 24

**WORK HOURS:** 5:30 am – 1:30 pm, includes every other weekend

**APPLICATION DEADLINE: Recruitment will be ongoing**

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**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 food, serving the proper diet and consistency, and following safe food handling procedures. Cleans and cares for food service equipment and work areas.

**ESSENTIAL FUNCTIONS:**

1. Helps pass resident meal trays on neighborhoods. Assures food is served attractively.
2. Assembles trays accurately according to menu and diet requirements. Portions and serves food at proper temperatures in accordance with safe and sanitary practices.
3. Follows proper sanitation and infection control procedures; uses appropriate and timely hand washing techniques. Cleans and sanitizes food preparation areas, equipment, and dishes according to procedure.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Reports repairs and maintenance needs to supervisor.
2. Dresses in accordance with established uniform policy; learns and follows Park View policies and procedures.
3. Exercises good judgment and initiative when completing assignments.
4. Follows the procedures and instructions contained in each individual job assignment.
5. Works in a cooperative, harmonious manner with other staff, offering assistance when needed.
6. Observes all established safety procedures; takes note of potential hazardous situations, such as slippery floors, hot surfaces, or sharp knives in dishwater and takes preventive action.
7. Stores food in designated areas in appropriate containers with proper date marking.
8. Performs other related duties as may be assigned.

### **WORK RELATIONSHIPS:**

1. Reports to Food Service Supervisor.
2. Works with other Food Service Assistants, Cooks, Clinical Dietitian, Food and Nutrition Services Manager, and Park View staff and residents.

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

1. High School graduation or equivalent preferred.
2. Previous food service or kitchen experience and safe food handling certification desired.

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

1. Ability to read, write, make calculations and accurately follow written and oral directions.
2. Knowledge of therapeutic and texture modified diets desirable.
3. Ability to comprehend and correctly make substitutions for foods or diet items.
4. Ability to hold all patient, facility and department information in confidence.
5. Ability and willingness to accept the responsibility to immediately report any observation or knowledge of alleged mistreatment, abuse or neglect of a resident and/or misappropriation of resident's property.
6. Computer skills including familiarity with Microsoft Office applications and ability to learn and use facility specific diet and temperature monitoring software.
7. Ability to work varied work schedules and weekends.

### **PHYSICAL REQUIREMENTS:**

1. Ability to stand and/or move for most of scheduled shift; ability to stoop, reach, climb, bend and lift up to 50 pounds; knowledge of proper body mechanics and correct lifting techniques.
2. Ability to tolerate temperature changes, including working in areas with operating ovens and stoves, and going in and out of refrigerators and freezers.
3. Ability to operate dish machine, pulper and pressure washer.