

Pine Valley Community Village

Position Description

Name:

Department: Dietary

Position Title: Food Service Worker II

Pay Grade: B

FLSA Status: Non-exempt

Reports to: Food Service Supervisor/Lead Cook

Purpose of Position

The purpose of this position is to perform routine food preparation and related kitchen cleaning and dishwashing tasks; and perform Cook duties as assigned. The work is performed under the general supervision of the Lead Cook and Food Service Supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs morning and evening meal cooking duties as assigned.

Records and logs temperatures for dishwasher, fridges freezer and food items.

Changes/adds resident preferences to diet cards.

Assists with meal preparation. Mixes salads, cooks breakfast, always available items and other food items as assigned. Modifies food to meet special needs.

Sets up diet cards according to meal lists.

Preps drink/cold food cart before meals.

Sets up household kitchen(s) and serves meals. Fills cups and glasses. Waits tables during meal.

Washes dishes, pots, pans and utensils. Loads and unloads dishwasher.

Performs other routine janitorial duties in kitchen and dining room. Cleans and wipes tables, carts and chairs.

Fills and pushes food carts.

Putting stock away.

Retrieves supplies from storage and restocks pantry and household kitchen(s).

Fills condiment-serving containers.

Completes daily cleaning tasks including: dishwasher, ovens, steam tables and other kitchen equipment.

Assures food is kept under sanitary conditions and is refrigerated and dated as required.

Covers scheduling needs in the absence of the Food Service Supervisor, Lead Cook, Cook II.

Confers with Food Service Supervisor for assistance with scheduling if problems arise.

Cuts up cardboard boxes and bags plastic bottles. Recycle plastic.

Fills activity food requests.

Assembles food items and places in proper area.

Assists with the implementation of the employee meal program

Minimum Training and Experience Required to Perform Essential Job Functions

One to two years food preparation experience preferably in an institutional setting, ServSafe Certificate, or any combination of education and experience that provides equivalent knowledge skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to provide first line supervision. Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as recipes, technical operating manuals, procedures, state health and safety guidelines.
- Ability to communicate with nursing home professional, clerical and maintenance personnel, state regulatory personnel, residents, resident's families, dietitians, physician and subordinates.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; with the ability to apply computer formulas.

Judgment and Situational Reasoning

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise in judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of predefined duties subject to frequent change.

Physical Requirements

- Ability to operate equipment and machinery requiring simple but continuous adjustments such as stoves, ovens, blenders, grater, slicer, toaster, coffee maker, various kitchen utensils, dishwasher, cart, broom, mop and computer. Grasp and place objects, operate telephone computer, keyboard, photocopier, etc.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as cutting and mixing.
- Ability to exert moderate to constant physical effort typically involving some combination of lifting and carrying.

- Ability to recognize and identify degrees of similarities or differences between characteristics of color, shapes, tastes, odors and textures associated with job related objects, materials and ingredients.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as odors, toxic agents, vibrations, machinery, wetness, disease and/ or dust. This exposure may cause some discomfort and presents a risk of injury.

Richland County is an Equal opportunities Employer. In compliance with the Americans with Disability Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisors Signature

Date

Date