

POSITION DESCRIPTION



Title: Food Service Worker

Department:
Food Services

Exemption Status:
PT Non-Exempt

Reports To:
Cook Supervisor

Last Revised:
October 2021

Titles Reporting to Job:
None

Hours:
9:00 am – 1:00 pm (PT)

Position Summary:

In order to meet the day to day operational needs of the food service department, the Food Service Worker will serve as floater and assist with the preparation, serving of meals, receiving groceries, dishwashing, and delivery of meals to agency programs.

Essential Duties and Responsibilities:

Agency:

1. Nurtures positive and collaborative working relationships with other Agency staff as well as outside providers.
2. Implements the Agency mission, philosophy, core values to direct daily work and decision-making adheres to agency policy.
3. Cultivates a professional and respectful work environment.
4. To be actively involved and knowledgeable of the Agency's Performance Quality Improvement process.
5. Approves time sheets and ensures compliance with Agency and funder guidelines. Accountable for daily activities within the allowable activities approved by the Agency.

Essential Duties:

1. Responsible for the delivery of all meals at predetermined times
2. Collaborates with the Line Cook/Food Services Manager to ensure meals are accurately executed
3. Collaborates with and assists the Line Cook/Food Service Manager to ensure the preparation of the appropriate food components for each meal
4. Responsible for plating meals but not limited to meal components for programs, retail café, and special functions
5. Responsible for general department sanitation and assists in care and maintenance of department equipment
6. Ensures food is held and recorded at proper temperatures
7. Demonstrates complete understanding, and ensures safety/emergency procedures for the department
8. Scrapes, washes, and organizes all cookware/kitchen dining utensils
9. Identifies potentially unsafe situations, and notifies supervisor if unable to correct/resolve.
10. Prepares meals for the cafeteria, and all programs according to menus following a standardized recipe, food orders, and any special condition diets for children, senior, family and community clusters.

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11. Stocks and rotates freezer, cooler and dry storage areas inventory and informs Line Cook/Food Service Manager of items running low
12. Maintains general cleanliness, sanitation of kitchen, serving utensils, and equipment
13. Attends all in-service trainings, and staff meetings
14. Utilizes time efficiently, and completes duties without sacrificing the quality of work
15. Promotes and maintains open communication with supervisors, and other personnel
16. Makes a concerted effort to minimize leftovers
17. Responsible for tasting food, and making necessary adjustments as needed for palatability
18. Reports to Line Cook/Food Service Manager for any necessary changes/substitutions for meal service as soon as they are known
19. Demonstrates good health, hygiene, neat and clean clothing. Wears slip resistant shoes at all times while on the kitchen premises. Wears apron during food preparation
20. Demonstrates flexibility in working hours, and days scheduled in order to meet the needs of the department
21. Provides cross-coverage to other areas of the kitchen as assigned by the Food Service Manager not limited to dishwashing, preparation, serving, storing etc.
22. Supports cafeteria operations by performing additional duties and tasks when directed or as indicated
23. Oversees and escalates emergencies to the appropriate senior manager in the absence of Food Service Manager

General Requirements:

Sensitivity to cultural diversity is required. Will be subject to drug and alcohol screening, as well as aptitude and skills' testing. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to perform the essential functions.

Education/Experience:

Must have ability to follow oral and written instructions. Food Handler Certificate required. One year of cooking experience preferred.

Language Skills:

Bilingual/Bicultural in English and Spanish preferred.

Computer Literacy & Knowledge Skills Abilities:

Ability to multi-task

Mathematical Skills:

Basic mathematical skills, cooking conversion skills

Operating Environment and Working Relationships:

Works collaboratively and routinely with all areas of the Agency and staff from time to time may be required to work on weekends and/or holidays.

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Decision Making Authority:

Exercises discretion in executing tasks, identifies potentially unsafe situations and notifies supervisors if unable to correct/resolve.

People Management:

Able to instruct new employees on their duties

Physical Demands:

Bend lift, carry pots and pans, stand and walk short distances but for prolonged periods. Able to maintain good working relationships with co-workers. 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. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands. Must be able to lift 50 lbs. Annual fitness for duty evaluation may be conducted.

Work Environment:

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. Environmental conditions: environmentally controlled, hot, cold, cool; normal lighting, subdued lighting; noise; wet, slippery, hot surfaces; sharp objects. Bend lift, carry pots and pans, stand and walk short distances but for prolonged periods. Able to maintain good working relationships with co-workers and fosters a pleasant work experience

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

I acknowledge and understand that:

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.

Employee Signature/ Firma de Empleado: _____

Date/ Fecha: _____