

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

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|-------------------------|-----------------------|------------|----------|
| Position Title | Food Service Worker I | Grade | |
| Department | Dietary | Exempt | |
| Immediate Supervisor | Dietary Manager | Non-exempt | X |
| Supervisor next in line | CEO | Workweek | Up to 40 |

POSITION SUMMARY

Under indirect supervision prepares/portion foods for service, assists with service of foods on tray line, follows directions given by cook, diet clerk, and resource monitor (R1 or R2), completes dishwashing/pot and pan washing duties, maintains supplies and cleanliness of kitchen, stores food promptly and correctly, and assists with other duties (sanitation/safety/organization) in kitchen as needed.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

On the job training supervised by manager, of sufficient length of time to allow for independent functioning. Ability to read, write and to follow written/oral instructions. Experience in cooking and special diet requirements preferred. Experience in baking and preparing quality food preferred.

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Maintain cleanliness and supplies in kitchen.
- 2 Verify and record diet changes.
- 3 Prepare and deliver foods/beverages, special diet foods/tube feedings/snack carts, as needed.
- 4 Assemble/deliver trays/carts for tray line.
Assist in tray line.
- 5 Receive/record phone messages on patient/resident, nursing, and physician request/preferences.
- 6 Prepare/assemble/deliver food/beverage items for nursing home activities, cooking classes, parties, etc.
- 7 Disassemble and clean/sanitize carts. Operate dish machine, wash dishes, and maintain cleanliness/sanitation in dish room. Pull dishes through dish machine and unload racks/place dishes/trays in appropriate storage places. Wash pots and pans and maintain correct cleanliness/sanitation procedures in pots and pans area.
- 8 Maintain high quality of food by preparing, serving, and storing correctly.
Food service to include proper dishing of various foods, correct portion control, and proper handling of foods/beverages.
- 9 Assist in placement of food in steam tables. Take temperatures of foods/beverages to assure proper service temperatures.
- 10 Assist with preparation and clean up for meals. Deliver laundry/soiled aprons, etc. to appropriate place.
- 11 Unlock doors and turn lights on as needed.
Lock doors and turn lights off as needed.
- 12 Serve/wait on customers in a friendly welcoming manner.
- 13 Keep areas in cafeteria and kitchen clean and stocked. Puts stock away in storeroom, kitchen, walk in coolers/freezer as needed.
- 14 Provide clean up after meal times, including bussing of tables in nursing home dining rooms.

15 Do non-food preparation for meals, including stocking of condiments, wrapping of silverware and other duties related.

16 Completes other duties as assigned.

Knowledge, Skills, Abilities:

- Ability to prepare food/beverage items using standardized recipe.
- Ability to read, write, perform basic mathematical computations, follow written and verbal directions.
- Willingness to attend in-service programs and ask questions to maintain and improve knowledge level.
- Ability to perform assigned/routine duties independently and accurately with minimal/reasonable supervision or assistance.
- Ability to adapt to fluctuations in work load.
- Judgement to seek guidance and direction when needed for performance of duties; and ability to recognize, establish and respond to priorities.
- Communication skills to effectively relate to/co-workers, visitors, and the general public, our customers.
- Ability to work under stressful conditions.
- Willingness to assume additional duties when requested, and to offer assistance to others when indicated.
- Adheres at all times to technical and ethical standards of his/her job description and the overall philosophy of CMMC.

-Ability to work at least two positions and works 1-2 positions on a regular basis – 70-100% of the time. (d/G positions included here)

OCCUPATIONAL EXPOSURE for this position:

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| | Category I | Direct contact with blood or other bodily fluid to which universal precautions apply |
| | Category II | Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency |
| X | Category III | Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids |

OTHER EXPOSURE for this position:

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| | Radiation | |
| X | Noise | Operation of equipment in kitchen. |
| X | Other (Specify) | Wet/soiled floors occasionally. |

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

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|---|-------------------|---|
| | Sedentary | Exert up to 10# occasionally or negligible force frequently |
| | Light | Exert up to 20# occasionally, < 10# frequently or negligible force constantly |
| X | Medium | Exert up to 50# occasionally, up to 25# or up to 10# constantly |
| | Heavy | Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly |
| | Very Heavy | Exert > 100# occasionally, > 50# frequently or > 20# constantly |

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

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| Employee's Signature | Supervisor's Signature | Date |