

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	Food Service Worker II	Grade	
Department	Dietary	Exempt	
Immediate Supervisor	Dietary Manager	Non-exempt	X
Supervisor next in line	CEO	Workweek	Up to 40
<b>POSITION SUMMARY</b>			
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.			
<b>Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:</b>			
<ul style="list-style-type: none"> <li>● Actions and communications that contribute to a team concept and create a <b>positive</b> environment for <b>all</b> customers</li> <li>● Acceptable performance of essential and all job duties</li> <li>● Acceptable attendance record</li> <li>● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building</li> <li>● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct</li> <li>● Accountability for the consequences of own actions</li> <li>● Physical and emotional ability to perform essential functions</li> <li>● Acceptable background investigation results if required for position</li> </ul>			
<b>Minimum Education, Experience, Licensure, Certification required:</b>			
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			
<b>ESSENTIAL FUNCTIONS/DUTIES:</b>			
(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 four positions and works these positions on a regular basis – as the schedule allows.**

**OCCUPATIONAL EXPOSURE** for this position:

	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:

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

**PHYSICAL DEMANDS:**

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

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

Employee's Signature	Supervisor's Signature	Date