

Job Title: Food Service Worker
Department: Dietary
Classification: Non-Exempt
Reports to: 1. Dietary Manager
2. VP of Operations

Summary

Performs various duties in the Food Service department to provide quality food and services to our customers. These duties may fall in one or more of the following areas: cafeteria, catered functions, cleaning, dish room, pots and trays.

Essential Functions

ALL AREAS

- Demonstrates the ability to set work priorities
- Strives to achieve deadlines that are mandated by the position
- Coordinates work to achieve maximum productivity and efficiency
- Demonstrates the appropriate use of equipment and supplies cost effectively
- Performs assigned duties in an independent manner with little or no direct supervision
- Follows work routine
- Practices proper body mechanics when lifting and etc.
- Performs other duties as required
- Perform cleaning tasks and initial appropriate form

CAFETERIA – FOOD SERVICE WORKER I

- Gathers supplies and sets up the cafeteria for serving
- Have all items ready for service 10 minutes before opening
- Serve customers in a timely fashion
- Portions food according to established criteria
- Uses correct utensils for serving
- Keeps food and supplies stocked during and between meal service
- Dish up, date and label desserts appropriately and in a timely fashion
- Ring transactions on cash register according to type of sale with minimal error
- Secure cash for making change from supervisory staff
- Check all customers for presence of identification badge
- Take and record food holding temperatures; report any concerns to the supervisory staff on duty
- Clean and sanitize dining room tables
- Tear down salad bar after lunch meal
- Complete all cleaning tasks thoroughly
- Store food and supplies properly
- Stock Cafeteria supplies

CATERED FUNCTIONS – FOOD SERVICE WORKER I

- Review catered function requisitions to determine type and quantities of food and supplies needed
- Plan schedule so that food and supplies will be set up by specified serving times
- Clean rotary toaster after patient breakfast line
- Knows where catered function equipment is kept
- Knows proper usage of catered function equipment

- Knows proper cleaning procedures for catered function equipment
- Use proper containers for serving catered function items
- Gather all needed utensils and supplies for catered functions
- Gather assigned foods for catered functions
- Deliver and set up catered functions on time
- Check that all tables are set up appropriately for catered functions – if not, alert a supervisor
- Check, gather, deliver and store floor stock for OR Lounge, Physician’s Library daily, Monday through Friday
- Follow food safety procedures when handling catered function food, supplies and equipment
- Clean up catered functions in a timely fashion
- Clean and sanitize tables after each catered function

SALADS – FOOD SERVICE WORKER I

- Prepare Salads, pudding, desserts, cut up fresh fruit
- Dish up, label and date all foods

CLEANING – COOK, FOOD SERVICE WORKER I

- Clean equipment using proper chemicals and procedures
- Wash, rinse and sanitize pots and pans as assigned
- Store cleaning equipment in an appropriate area
- Store cleaning equipment in an orderly fashion
- Clean deep fryers, sinks, convection ovens, stoves, griddle, steamer
- Clean all garbage cans and lids
- Clean steamtables and outside of vents
- Pours water into drains and cleans troughs

DISHROOM/TRAYLINE – FOOD SERVICE WORKER I

- Prepare dishmachine by filling with water and turning correct valves
- Operates dishmachine following proper procedure for cleaning and sanitizing
- Scrap, soak and pre-wash all dishes and utensils after use and before placing in racks
- Send rack through dishmachine
- Transfer clean dishes to appropriate storage areas, handling in such a manner as to maintain sanitary conditions
- Inspect dishes and utensils for cleanliness and breakage or chipping
- Drain dishmachine after soiled dishes are washed; clean inside of machine including rinse jets, power arms and food strainers
- Clean outside of dishmachine, polishing according to procedure and schedule
- Use lime scale remover on inside of dishmachine according to schedule and procedure
- Clean drip pans under machine daily
- Clean all storage carts daily
- Organize storage area and clean shelves
- During line, transport assigned patient food carts to the appropriate units and place in the designated location on the unit
- Wash, rinse and sanitize patient food carts after each meal
- Serve cold food on patient serving line according to diet
- Take and record dishmachine temperatures each meal – if out of range, alert supervisory staff immediately

- Retrieve soiled trays from the units as scheduled and follow the proper procedure
- Gather, deliver and put away floor stock on the patient units, being sure to rotate the stock as it is put away
- Clean garbage cans and lids
- Return assigned patient food carts to the kitchen area after each meal

POTS – COOKS, FOOD SERVICE WORKER I

- Washes pots and pans
- Scrapes, stacks and soaks pots, pans and utensils in preparation for washing
- Washes pots and pans, rinsing and sanitizing using 3 compartment sink
- Pots, pans and utensils are completely immersed in sanitizing solution for one minute
- Frequently checks sanitizing chemical concentration using appropriate test strips and documents readings on daily log; reports any concerns to supervisory staff immediately
- Place clean pans on drain board to air dry
- Wash and rinse water are changed frequently and kept free from grease and food particles
- Does not mix wash, rinse and sanitizing waters
- Sinks are cleaned between each refill
- Transfers clean pots and pans to appropriate storage areas handling in such a manner as to maintain sanitary conditions
- Takes and records temperatures of water in all pot sinks and reports any concerns to supervisory staff immediately

FOOD SERVICE WORKER II – DAILY SUPERVISOR

- Head menus for each patient according to their diet
- Speak the menu for each meal to assigned patients
- Tally foods ordered for food prep staff
- Prepare patient trays according to diet
- Deliver trays to assigned patients
- Do check backs to be sure patients have received all needed items
- Pick up soiled trays, place them on food cart and return cart to dishroom
- Prepare between-meal snacks
- Check floor stock on assigned units
- Edit menus appropriate for diets
- Gather assigned supplies for the patient serving line
- Prepare tickets for patient tray line
- Take and record assigned food temperatures; report any temperatures out of range to the cook to reheat as needed
- Compare menus to diet sheets making corrections as needed for the diet
- Do count sheet for the day
- Prepare and/or gather assigned cold items and specials for the patient tray line
- Prepare patient between meal feedings appropriate for the diet
- Prepare delayed trays appropriate for diet as needed
- Gather floor stock as assigned
- Bag/wrap dinner rolls for patients lunch and supper meal
- Use freezer tray for holding cold foods at the proper temperature during the patient serving line
- Answer the phone
- Perform closing out checks of the kitchen and lock all keys in the office; lock office

Education/Experience

- High school graduate or equivalent required
- Previous cooking and general kitchen work experience preferred

Knowledge, Skills and Abilities

- **Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters**
- **Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy**
- Must be able to read and write
- Must be able to communicate clearly with others
- Ability to organize time, prioritize and concentrate
- Ability to work in a fast paced and changing environment

Work Environment

Works inside with frequent exposure to routine kitchen hazards. Is exposed to temperature changes when working around cooking equipment, coolers, freezers and etc. Physical demands include: Frequent Lifting/Carrying and Pushing/Pulling up to 20 pounds; Frequent bending, stooping, reaching, handling, fine manipulation grasping and feeling; Occasional Pushing/Pulling up to 50 pounds, balancing, crouching, overhead lifting and keyboarding.

Positions Supervised

None