

POSITION DESCRIPTION



POSITION TITLE: Food Services Aide

CREATED: October 2006

SUPERVISOR'S TITLE: Food Services Supervisor

PERFORMANCE REVIEW: Annual

FLSA Status: Non-Exempt

POSITION PURPOSE

The Food Services Aide helps serve meals to the residents of Westminster Village North. The Food Services Aide also assists with room setup and with cleanup duties.

POSITION ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

Health Center:

- ▶▶ Set up meal trays quickly and accurately in a neat, attractive arrangement; place food on trays according to residents' menus, diet requirements, and food preferences; ensure that food is prepared properly and served on schedule.
- ▶▶ Deliver food carts to resident areas and assist with the distribution of trays when necessary; return food carts from resident areas to the dishwashing area.
- ▶▶ Serve late or "hold" trays.
- ▶▶ Prepare and/or set up simple food items (juices, salads, desserts) as directed.
- ▶▶ Unload soiled trays and bus tables in the dining room.
- ▶▶ Ensure that an adequate supply of dishes, silverware, glasses, etc., is maintained at all times.
- ▶▶ Wash soiled dishes, silverware, glasses, etc., ensuring proper sanitation standards.
- ▶▶ Clean work area and equipment such as counter tops, coffee urn, refrigerators, steam table, floor, and dish area equipment.
- ▶▶ Receive deliveries and sign invoices.
- ▶▶ Utilize rotation method for stocking and distributing items.

Independent/Assisted Living Dining Room:

- ▶▶ Set up tables neatly and properly prior to every meal.
- ▶▶ Check for guest reservations; relay information regarding reservations to the hostess/designee.
- ▶▶ Serve food efficiently and courteously.
- ▶▶ Count guest checks and record information.
- ▶▶ Bus tables quietly and efficiently during and after each meal.
- ▶▶ Sanitize all equipment after each meal; clean the counter, refrigerator, and food preparation and set-up areas; sweep the dining room floor; keep dishes, pots, and pans washed and put away during the day shift.
- ▶▶ Participate in wait staff services for special parties and events as directed.
- ▶▶ Assist with recipe preparation as requested.

Independent, Assisted Living and Health Center Dishwasher:

- ▶▶ Clean dishes, glassware, and silverware by hand or machine, insuring at all times that wash and rinse waters are at proper temperatures, and that adequate amounts of hot water, soap, or cleaning compound are used.
- ▶▶ Operate dish machines and prep sinks according to manufacturer's instructions and facility regulations.

- » Keep dishwashing and other cleaning equipment clean and sanitized.
- » Perform general housekeeping functions in the dish room and kitchen such as, sweeping, mopping, taking out trash, etc.
- » Ensure an adequate supply of clean dishes, utensils, glassware, etc. is available for use.
- » Wash and dry soiled towels and mops in lower level laundry.
- » Daily complete and initial the posted cleaning schedule.

OTHER FUNCTIONS

- » Attend required meetings and participate in committees as requested.
- » Participate in professional development activities to keep current with skills and administrative practices.
- » Perform other related duties and responsibilities as directed.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- » High school diploma or GED is preferred.
- » Six (6) months to one (1) year of experience in food service is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- » Average ability to interact and communicate with a variety of people, both on a one-on-one basis and in meetings and group presentations; must be able to relate to and work with ill, disabled, emotionally upset, and sometimes hostile people; must be able to communicate in a manner understandable by older adults.
- » Average ability to think logically in order to troubleshoot, analyze situations, and make sound business decisions.
- » Average ability to make independent decisions.
- » Ability to handle multiple tasks simultaneously.

PHYSICAL DEMANDS

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.

- » Ability to stand and sit for periods of time and to move intermittently throughout the workday.
- » Good speaking and listening skills.
- » Strong sensory skills, such as good eyesight, good hearing, and dexterity.
- » Ability to perform focused work with close attention to detail.
- » Ability to work both indoors and outdoors on a campus setting.
- » Ability to interact with others, both in person and through phone, e-mail, and written correspondence.
- » Ability to lift up to 25 pounds and to push and/or pull up to 75 pounds.
- » This position is classified as having occupational exposure to blood and other infectious materials.

Printed Name

Signature

Date

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.