



Sisters of Charity of Nazareth
Job Description

Job Title: Food Service Worker

Exempt (Y/N): No
Department: Food Service
Reports to: Director, Food Service
Date: 2018
Wage Range: N-2

Summary/Objective: Performs a variety of tasks within the Food Service Department associated with the preparation of salads and meal pre-preparation; transporting of food; stockroom duties; cleaning; and serving of meals.

Essential Functions:

- Organize and plan preparation of food daily according to posted menu.
- Prepare salads, desserts, and fruits for customers and special functions according to standardized quantity recipes, product quality standards and the number of customers to be served.
- Operate and clean institutional food service equipment including, but not limited to, the food chopper, food processor, steam kettle, mixer, oven, hot chocolate machine, ice cream machine, juice machine, milk machine, tea machine, toasters, coffee makers, stove top, ice machine and steam table.
- Assist in assembling diet trays for modified diets according to diet orders.
- Set up meals in the dining room.
- Pre-prepare cold items for breakfast and complete breakfast set-up.
- Transport food to dining area and assist in serving food.
- Date and rotate stock as needed.
- Implement safety and sanitation procedures according to federal, state and local regulations.
- Wash dishes using dish machine and assist in pot and pan sink.
- Complete daily documentation including food production reports, food temperature and dish machine temperature charts, cleaning lists and food commodity inventory lists.
- Use garnishes to serve food attractively.
- Other duties may be assigned.

Qualification Requirements: To perform this job, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies:

- Ethical Conduct
- Confidentiality
- Flexibility
- Time Management
- Team Player

Supervisory Responsibility: This position has no supervisory responsibilities.

Education/Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Licenses/Certificates: A valid driver's license is required to operate a motor vehicle to transport food to alternate serving areas as needed.

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. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud.

Position Type/Expected Hours of Work: This is a full-time position with rotating shifts and every other weekend. Will be required to work some holidays.

Travel: Travel on campus may be expected to transport food.

- In addition to the above requirements, it is also your obligation as an employee to understand and uphold the mission, charism, values and language of the Sisters of Charity of Nazareth.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

