

FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

FOOD SERVICE WORKER

JOB DESCRIPTION

January 2021

REPORTS TO: Dietary Manager/Lead Food Service Worker

SUPERVISES: None

FLSA STATUS: Non-exempt

SUMMARY: Performs a wide range of duties involved with preparing and/or serving foods and beverages in one or more of a variety of food services environments. May perform such duties as preparing salad item, hot foods, and/or cold foods, and/or assisting in the preparation of bakery items, as appropriate to the position. Assist in cleaning work areas, equipment, utensils. May assist in the set, and service; and collection of garbage/trash, as appropriate to the area of operation. May serve food to customers and/or perform cashier duties, as appropriate.

ESSENTIAL FUNCTIONS

- Prepares food items using proper food handling techniques.
- Serves food according to specific diets and delivers meals to guests.
- Prepares food for staff and other guests.
- Cleans and sanitizes work areas, utensils, and equipment according to sanitation guidelines.
- Completes dish room tasks to clean and sanitize dishes.
- Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Always maintain patient confidentiality.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Always represent the organization in a positive and professional manner.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

KNOWLEDGE, SKILLS and ABILITIES

- Excellent written, verbal and listening communication abilities.

- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

QUALIFICATIONS

- High School diploma or equivalent preferred.
- Must have and maintain Serve Safe Food Handlers certification or successfully complete course with in first year of employment.

PHYSICAL REQUIREMENTS:

- Some exposure to blood and body fluids, communicable diseases.
- Manual and finger dexterity; repetitive motion. Motor coordination are necessary to serve food and handle dishes/trays as well as using kitchen equipment safely.
- Hand and eye coordination.
- Constant standing or walking.
- Extensive periods of bending, reaching, lifting, twisting, pushing and pulling.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

Employee

Date

Supervisor

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.