

# **FAITH COMMUNITY HEALTH SYSTEM**

**Jacksboro, Texas**

## **FOOD SERVICE WORKER**

### **JOB DESCRIPTION**

**January 2024**

**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 within first year of employment.
- Must have and maintain your Food Manager certification or successfully complete course within 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 Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
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.*