

SUNRISE CHILDREN=S SERVICES
JOB POSTING

Location: Woodlawn Center
Contact: Penny Beighey

Date Posted: 04/22/2019
Post Until: 05/06/2019

JOB TITLE: Food Service Worker

DIVISION: Residential Services

REPORTS TO: Program Director or
Food Service Manager

GRADE: B (Non-Exempt) **EEO: 9**

Effective Date: 03/23/2007

PRIMARY FUNCTION & SCOPE OF SERVICE: To prepare meals according to planned menus and special diets.

KEY RESPONSIBILITIES & DUTIES: The responsibilities and duties for this position include, **but are not limited** to the following:

- Maintains a sanitary, safe kitchen and food prep area.
- Ensures that a safe environment exists for clients and staff.
- Places orders for food and other supplies.
- Ensures that items are inventoried and stored properly.
- Prepares food according to according to pre-approved menus.
- Adjusts menus or portions according to individual dietary needs of clients.
- Strictly adheres to safe, food handling guidelines. Monitors temperatures of all food and beverages served. Documents temperatures according to specified standards in the food services manual.
- Completes all required paperwork accurately and within the prescribed deadlines.
- Identifies potential risk factors (in a program environment) and takes measures to reduce those risks.
- Other duties as assigned.

QUALIFICATIONS

- **Interpersonal Skills:** Basis oral communication skills and minimal acceptable personal appearance.
- **Education:** High school diploma or equivalent.
- **Experience:** One to two years job related experience.
- **Skill:** Knowledge of simple, routine tasks. Ability to follow policies and simple procedures. Requires little or no previous training or experience.

- **Creativity:** Ability to generate imaginative work or ideas which affect simple, routine activities.
- **Responsibility:** Impact on quality and efficiency of services or operation of agency or revenues/expenses is limited to employee's area. Work is performed under immediate supervision and/or in accordance with established procedures. Limited decision-making authority.
- **Supervision:** None.
- **Other:** Must be able to lift supplies, food trays and other kitchen related equipment weighing up to 50 lbs. Must be able to push and pull objects weighing up to 100 lbs. (e.g. garbage cans). Must be able to stand 90% of work day.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is frequently required to sit and use hands to finger, handle or feel objects or tools; and to reach with hands and arms.

I have reviewed, understand and have received a copy of the job description.

Employee Name (please print)

Date Signed

Employee Signature