

FOOD SERVICE ASSISTANT 2—

Under general supervision of the Food Service Supervisor and/or Food Service Manager, performs the duties associated with a large and complex food service program. Duties include: portioning product, vegetable cleaning and preparation, tray line posts, bagging flatware, warewashing, making toast, cleaning and sanitation, dining rooms, pots and pans, delivery and pick-up, pouring coffee, slicing and buttering bread, assembling nourishments and snacks. May include working in dining rooms, Nourishment or Snack Program. Food Service Assistant 2 duties include assisting and training new staff. This position works as an integral part of the food service team.

60% A. Pre-portioning and serving of general, texture-modified, and therapeutic diet meals to members in a long term care facility.

- A1. Serve all food items as specified on meal ticket, including those required for therapeutic diets such as bland, diabetic, renal, low sodium, gluten-free and low cholesterol, as well as combinations of these diets.
- A2. Serve appropriate foods to members requiring texture modifications. Serve appropriate foods items according to member preferences, tolerances, or allergies, while maintaining a tray line speed of 6-7 trays per minute.
- A3. Portion food in designated quantities to meet each member's planned calorie requirements.
- A4. Set up assigned tray line post with serving utensils, dishes, pre-dished cold food, and bulk food as listed on CBORD tally sheets.
- A5. Follow established procedures for sanitary food handling, safe food temperatures, and portion control.
- A6. Pre-portion or wrap food items according to information from computer production tallies.
- A7. Inspect each diet tray for accuracy, according to member diet, texture modification requirements, allergies, and food preferences.

25% B. Perform warewashing and sanitation duties. Follow procedures in handwashing and all other guidelines to prevent contamination of foods and spread of infection.

- B1. Follow established procedures for performing all steps involved in mechanical warewashing - disassembling trays, loading and unloading the dish machine and racks (trays, flatware, adaptive equipment, etc.) for proper drying. Properly store and arrange sanitized items in designated storage areas.
- B2. Wash, rinse, and sanitize pots and pans used for food preparation, using heat sanitation methods when appropriate. Sanitize large equipment using proper chemical sanitation procedures.
- B3. Complete cleaning tasks using the appropriate warewashing detergents, rinse additives, and other cleaning supplies, including Personal Protective Equipment (PPE) required as listed on Safety Data Sheets (SDS).
- B4. Wash and sanitize work areas and equipment, following instructions for specific equipment. Follow posted cleaning instructions written for specific tasks, completing any assigned special cleaning. Use proper chemical, utilizing required PPE. Follow posted cleaning instructions written for specific equipment items.

10% C. Perform all other Food Service Assistant duties.

- C1. Wash and pre-prepare vegetables using appropriate sanitation procedures. Report any signs of defects, temperature abuse, infestation, or foreign objects. Operate vegetable preparation equipment utilizing safe and sanitary techniques.
- C2. Sort and wrap flatware.
- C3. Prepare some foods and beverages; i.e. making toast, slicing and buttering bread, pouring and capping coffee, etc.
- C4. Deliver and pick-up meals.
- C5. Serve meals in the dining room and perform related duties.
- C6. Assemble nourishments and snacks.

5% D. Performance of related duties as assigned.

- D1. Follow all safety rules (i.e. proper lifting, careful use of equipment, cautious handling of potentially hazardous substances, etc).
- D2. Report any faulty equipment or hazardous conditions to a supervisor/manager immediately.
- D3. Assist cooks, bakers, and/or any food service assistant as assigned.
- D4. Establish positive relationships with other staff and departments that facilitate the efficient operation of the unit and ensures quality service to members.
- D5. Properly clean and store all recyclable items.
- D6. Attend required in-services and meetings.
- D7. Assisting and training new staff.
- D8. Perform other food service related tasks as assigned.

Special Requirements

Must work varying hours and overtime shifts as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of foods appropriate for therapeutic diets

Knowledge of basic kitchen equipment and appliances

Knowledge of safe lifting and moving techniques

Skill in verbal communication

Ability to read, interpret, comprehend and appropriately act upon information written on moving tray line tickets.

Ability to interpret, comprehend and act upon written information on computerized tallies and SDS sheets

Ability to work as part of a team

Ability to operate industrial kitchen equipment and machinery

Ability to understand and comply with institutional standards of sanitation and personal hygiene

Ability to perform work that is medium to heavy in nature

Ability to move carts weighing an average of 500 pounds up to 100 feet on wheels

Ability to move equipment and supplies weighing up to 100 pounds with assistance

Ability to move equipment and supplies weighing up to 50 pounds

Ability to operate transport equipment such as tuggers

ENVIRONMENTAL CONDITIONS:

Conditions are those generally found in an institutional food-service setting.

Major tasks take place in a team-based assembly production situation.

Exposure to latex and/or vinyl gloves and protective gear.

The facility has a network of underground tunnels which connect various buildings and access to certain work areas.