

FOOD SERVICE ASSISTANT 2

Position Summary

Under the general supervision of the Food Service Manager, this position interprets diet orders to serve standard and modified meals on tray lines, in compliance with food safety and sanitation standards. In addition, this position assists with quantity food production, performs breakfast or grill cooking, transports food carts between kitchen and server areas, and participates in catered functions. The incumbent is an integral part of the food service team at the Wisconsin Veterans Home in Union Grove.

Time% Goals and Worker Activities

60% A. Preparation and Provision of Meal Service to Members

- A1. Serve general menus, special diet items, and foods modified in texture.
- A2. Serve food in designated portions to meet individual members' prescribed diet, ensuring quantity production standards for portion control.
- A3. Ensure nourishment labeling and dating according to members' orders.
- A4. Assist in setting up tray line posts; obtain necessary supplies and appropriate utensils as listed on posted computer production sheets.
- A5. Perform all stations of tray line.
- A6. Deliver and pick up trays according to posted time schedules.
- A7. Review daily posted schedule and work assignments.
- A8. Pre-portion food items according to information from computer production tallies.
- A9. Inspect individual diet trays for accuracy in accordance with member diet, texture modification requirements, allergies, and food preferences.
- A10. Serve and clear trays in dining room and assist members as needed.
- A11. Prepare foods and beverages and assist in serving.
- A12. Maintain clean, neat and orderly dining room ensuring sanitary conditions are met.
- A13. Set up and take down food service equipment and table and chairs for catered events.
- A14. Prepare and serve foods for catered events.

30% B. Performance of Sanitation Duties in Compliance with Safety and Sanitary Standards

- B1. Wash and sanitize used trays, silverware, cups, pots, pans, adaptive equipment.
- B2. Load, unload, and store clean dishes in designated areas.
- B3. Utilize appropriate ware-washing detergents, rinse additives and other cleaning supplies using personal protective equipment (PPE) as required.
- B4. Follow posted cleaning instructions for specific equipment.
- B5. Report faulty equipment or hazardous conditions to Food Service Manager.
- B6. Disassemble, de-lime, and reassemble ware-washing machine weekly.

10% C. Performance of Miscellaneous Duties

- C1. Attend meetings, in-services, vendor trainings, workshops as required.
- C2. Take inventory of food and kitchen supplies and inform Food Service Manager of inventory ordering needs.
- C3. Provide input to Food Service Supervisor/Food Service Manager on process improvements, work simplification, cost saving measures, etc.
- C4. Complete other duties as assigned.

Knowledge, Skills and Abilities

1. Knowledge of foods appropriate for therapeutic diets
2. Knowledge of industrial kitchen equipment and appliances
3. Knowledge of food safety, handling and storage standards
4. Knowledge of kitchen sanitation standards
5. Ability to work as a member of a team
6. Ability to organize and prioritize work assignments
7. Ability to read and fill order tickets on a moving tray line
8. Ability to interpret written information on computerized tallies and Material Safety Data Sheets (MSDS) sheets
9. Knowledge of occupational safety principles, including safe lifting and moving techniques
10. Skill in verbal and written communication
11. Ability to operate industrial kitchen equipment and machinery
12. Knowledge of industry-standards and procedures for personal hygiene, hand washing, and infection control
13. Ability to recognize emergency situations and follow appropriate protocols
14. Ability to identify and use task-appropriate safety equipment, including Personal Protective Equipment (PPE)
15. Ability to use computerized time reporting systems and email programs

Physical Requirements

The duties of the position include maneuvering carts weighing an average of 500 pounds safely through hallways, move equipment and supplies weighing up to 50 pounds, moving equipment and supplies weighing up to 100 pounds with assistance, and performing work that is medium to heavy in nature.

Special Requirements

- Must work varying hours and/or overtime shifts as required

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.