



Food Service Attendant II

Larrabee Village Supportive Services

The Food Service Attendant II assists with basic food preparation as directed, and performs duties in the dish room and pot washing station areas for sanitation; provides wait service to residents at mealtime; also performs various administrative duties such as recording of who receives meals and copying invoices and menus, and assistance in the orientation of new service staff, as well as taking the lead when the Food Services Manager is absent. The individual in this position is considered to be essential staff and must report to work regardless of weather.

ESSENTIAL FUNCTIONS:

1. Learns and follows current ServSafe Regulations and department policies/procedures.
2. Posts daily menus.
3. Performs basic food preparation and sanitation duties as directed.
4. Interacts and cooperates with other staff members as part of the overall team.
5. Provides wait service at mealtimes for the residents in the dining area; prepares the dining room before meal service and cleans up after service.
6. Follows the department's menus, recipes, inventory control system, policies and procedures for food handling/service and for dish room and pot washing stations.
7. Ensures that work area and work practice focus on safety, including reporting ALL work related incidents via an incident report immediately and any possible work related safety concerns to the Supervisor or designee.
8. Compiles records of meals provided to each resident on a daily basis.
9. Takes the lead on day to day operations of the kitchen when the Food Services Manager is absent.
10. Assists with the orientation of new food service attendants.
11. Provides administrative assistance as requested.
12. Other duties as may be assigned.

REQUIREMENTS OF WORK:

1. Maintains client and Westbrook Housing confidentiality.
2. Ability to work as a member of a team and participates in departmental meetings.
3. Informs supervisor of problems or issues that present barriers to successful job performance, such as outdated equipment and infrastructure, agency policy.
4. Ability to deal in a positive and friendly manner with co-workers, residents, family members and others.
5. Works safely and reports all work related injuries, incidents or concerns immediately.
6. Ability to work independently in a fast paced and ever changing environment with multiple needs and priorities.
7. Time management skills to meet tight deadlines are crucial.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand for long periods of time; walk; sit; use hands to finger, handle, or feel, including operation of a standard computer keyboard and mouse; reach with hands and arms and talk, see and hear. The employee must be able to lift/move up to 50 pounds on a regular basis. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. Work requires range of motion necessary to complete all food service and wait services tasks, including the operation of various pieces of kitchen and cleaning equipment. Repetitive motion is involved. Work environments involve some exposure to hazards or physical risks, which require following basic safety precautions. Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day. Must be able to infrequently lift/maneuver supplies and mobile carts for short distances up to 450 pounds.

WORK ENVIRONMENT:

Structured congregate housing living environment. Work involves moderate exposure to unusual elements, such as extreme temperatures, fumes, unpleasant odors, and/or loud noises. Potential hazards exist from steam, very hot water, slippery work areas, repetitive scrubbing motion, chopping motion and reaching, heat sources, sharp objects and mechanical devices. Approved hazardous materials exist within the work environment. These materials, and respective data and policies pertinent to all Food Service staff are outlined during Hazardous Material Communications training, and reference material is readily available to all staff.

Willingness to work a rotating schedule including some weekend and holidays required.

JOB QUALIFICATIONS:

- High school diploma or the equivalent preferred.
- At least two years of related experience in food service required.
- General working knowledge of production kitchen equipment such as mechanical food chopper, knives, steamer, convection/conventional ovens and related cleaning equipment as mops, hot water rinse sink, etc., required and also, retention of in-service training skills regarding safe equipment use, work quality, and safe work habits are necessary at all times.
- ServSafe certified or certificate obtained at earliest possible opportunity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
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REPORTS TO:

Food Services Manager

DIRECT REPORTS:

None

CLASSIFICATION:

Non-Exempt