

TITLE:	Food Service Worker
EMPLOYEE NAME:	
FLSA STATUS:	NON-EXEMPT, BU
DEPARTMENT:	Dining Services
SUPERVISOR TITLE:	Supervisor, Dining Experience
REVIEW PERIOD:	INITIAL: □ ANNUAL: □ REEVALUATION: □
The purpose of this docum	nent is twofold:
1. As a position descriptio licensure requirements.	n, it is used to list job duties and responsibilities along with minimum education, experience and

#### **Position Summary:**

Inglis enables people with disabilities – and those who care for them – to achieve their goals and live life to the fullest. It is essential that all duties are performed with the highest level of integrity, while supporting Inglis Values and Standards of Excellence, ensuring the achievement of competencies and compliance with regulatory agencies.

2. As a performance review document, it is used to assess employee performance relative to essential job responsibilities.

The food service worker performs a variety of duties for the set up, delivery and serving of food. Performs other duties as assigned. As the food service worker you are delegated the administrative authority, responsibility and accountability necessary for carrying out your assigned duties.

### Role Competencies:

#### **Organization**

Time Management- Able to determine the appropriate allocation of time for daily work and projects.

*Space Management-* Effectively manages the workspace (i.e. keeps a clean and organized office, appropriately handles all paperwork, maintains control over the physical environment, etc.)

*Task Management*- Balances conflicting priorities to manage workflow, ensure the completion of essential projects, and meet critical deadlines.

#### **Communication Skills**

Listening Skills: Understands that the most important aspect of communication is the act of listening and actively works to improve those skills.

Oral Skills: Speaks with confidence using clear, concise sentences and is easily understood.

Written Skills: Produces well thought-out, professional correspondence free of grammatical and spelling errors.

*Telephone/Email*: Uses high quality, professional oral and written skills (as described above) to project a positive image of the business.

**Team player**: Works as a competent member of the team, willingly providing back-up support for co-workers when appropriate and actively supporting group goals.

**Computer/Technical Skills**: Displays proficiency using standard office equipment such as a computer, fax, photocopier, scanner, etc. Demonstrates advanced proficiency by quickly adapting to new technology and easily acquiring new technical skills



#### **Professional Qualifications:**

High school education or GED preferred. Relevant experience in Dining Services to ensure that the requirements of this position can be fully met. Must be able to read, write, speak and understand the English language. Must possess the ability to make independent decisions when circumstances warrant such action. Must not pose a direct threat to the health or safety of other individuals in the workplace. Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel and support agencies. Must meet the general health requirements set forth by the policies of this facility which include a medical and physical examination. Must be able to push, pull, move and/or lift a minimum of fifty pounds to a minimum height of five feet and be able to push, pull, move and/or carry such weight a minimum distance of fifteen feet.

### **Inglis Person Centered Care Core Competencies**

Competency	Behavioral
Ensures Accountability	Holds self and others accountable to meet commitments.
	<ul> <li>Follows through with commitments and acts with a clear sense of ownership.</li> </ul>
	<ul> <li>Takes personal responsibility for decisions, actions, and failures.</li> </ul>
	<ul> <li>Establishes clear responsibilities and processes for monitoring work and</li> </ul>
	measuring results.
Effectively	Designs feedback loops into work.  Develops and delivers multi-mode communications that conveys a close.
Effectively Communicates	Develops and delivers multi-mode communications that conveys a clear understanding of the unique needs of different audiences.
Communicates	<ul> <li>Is effective in a variety of communication settings; 1:1, small group, large</li> </ul>
	groups or among diverse styles.
	Attentively listens to others
	Adjusts to fit the audience and the message
	Provides timeline and helpful information
Actively Collaborates	Builds partnerships and works collaboratively with others to meet shared
	objectives.
	<ul> <li>Works collaboratively with others across the organization to achieve shared objectives</li> </ul>
	<ul> <li>Represents own interests while being fair to others and their areas</li> </ul>
	<ul> <li>Partners with others to get work done</li> </ul>
	Credits others for their contributions and accomplishments
Managaa Canfliat	Gains trust and support of others    Landles conflict situations offsetively with a minimum of point.
Manages Conflict	<ul> <li>Handles conflict situations effectively with a minimum of noise</li> <li>Steps up to conflicts, seeing them as opportunities</li> </ul>
	<ul> <li>Works out tough agreements and settles disputes equitably</li> </ul>
	Facilitates breakthroughs by integrating diverse views and finding common
	ground or acceptable alternatives
Instille Trust and Despect	Settles differences in a productive way with minimum noise
Instills Trust and Respect	Gains the confidence and trust of others through honesty, integrity and authenticity
	Follows through on commitments
	Is direct and truthful
	Keeps confidence
	Practices what he/she preaches
	<ul> <li>Shows consistency between words and actions</li> </ul>

### **Supervisory Responsibility:**

None

#### **Required Licensure:**

None



			Evaluation (✓ one box)				
	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (✓ = no)	Function Requires Repetitive Motion (✓ = yes)	Minimum Weight Lifting Requirement s Apply to Task (✓= yes)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = yes)	Performs Function Satisfactoril y (✓ = yes)	Needs Improveme nt (✓= yes)
Job Related Responsibilities							
Set up and breakdown of food stations							
Foods stations are set up with bread, condiments, and utensils.							
Serving and replenishing food from counters and team tables.							
Follows established procedures for trash removal.							
Employee will be able to man each of 6 trayline positions and place correct food, utensils, beverages and or condiments on each tray.							
Will be able to do the above for a minimum of 4 trays per minute.							
Follows established procedures for pot washing.							
Breaks down stations at the end of meal periods as instructed.							
Job Related Responsibilities							
Comments:  Rating:OutstandingExceeds Requirements	onts Moots l	Requirements	Partially	Meets Requireme	ent Needs	Improvement	
RatingOutstandingExceeds Requireme	wreets i	xequirements	Safety Factor	•		Evaluation (	✓ one box)
	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function $(\checkmark = no)$	Function Requires Repetitive Motion (✓ = yes)	Minimum Weight Lifting Requirement s Apply to Task (/= yes)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = yes)	Performs Function Satisfactoril  y (✓ = yes)	Needs Improveme nt (✓= yes)
Training and Development		, ,	, , , , , ,	· · · · · · · · · · · · · · · · · · ·	, , , , , , ,	, , , , , ,	, , , , ,
Attends and participates in scheduled training and educational classes to maintain current certification as a Nursing Assistant (12 hours annually)							



Rating: _Oastanding _ Exceeds Requirements _ Meets Requirements _ Purchain _ Risk _ Exposure   Purchain _ Requires   Purchain _ Requires   Rating: _Oastanding _ Exceeds Requirements _ Meets Requirements   Purchain _ Risk _ Exposure   Purchain _ Requires   Rating: _Oastanding _ Faceds Requirements _ Purchain _ Risk _ Exposure   Purchain _ Requires   Purchain _ Requires   Purchain _ Risk _ Exposure   Purchain _ Requires   Purc					•			
Rating: _Oustanding _ Exceeds Requirements _ Meets Requirements _ Partially Meets Requirement _ Needs   National			Evaluation	(✓ one box)				
Rating: Outstanding and Development  Comments:    Risk   Exposure   Blood and/or   Function   Functio						Function		
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Rating:   Outstanding   Exceeds Requirements   Meets Requirements   Partially Meets Requirement   Needs Improvement			Essential					
Attend and participate in orientations and activities as assigned.  Training and Development Comments:    Partially Meets Requirement   Needs Improvement   Needs Improvement   Needs Improvement						_		*
Attend and participate in orientations and activities as assigned.  Training and Development Comments:  Rating: _Outstanding _ Exceeds Requirements _ Meets Requirements _ Partially Meets Requirement _ Needs Improvement  Safety, Sanitation and Infection Control							y (1 - yes)	
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Safety, Sanitation and Infection Control    Risk   Exposure   Potential to Blood and/or assisting a resident with any beverage, food consumption or cigarette smoking.   Follows guidelines for using any chemicals and sanitizing equipment and work area.   Follows all Sodexho regulatory rules regarding sanitations.   Function Beautiful to Bright   Function Beautiful to Bright   Function Body Fluids   Function Brequires   Function Requires   Function Brequires   Function Requires   Function Requires   Function Brequires   Function Brequires   Function Brequires   Function Requires								
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or adarbations to subject 1001 III without	Reports any non-operating or broken piece							

manner.



Safety, Sanitation and Infection Control  Comments:								
Rating:OutstandingExceeds Requirement	ents Meets I	Requirements	Partially	Meets Requireme	entNeeds l	Improvement		
			Safety Factor	rs		Evaluation	(✓ one box)	
	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function $(\checkmark = no)$	Function Requires Repetitive Motion (\(\neq = \text{yes}\))	Minimum Weight Lifting Requirement s Apply to Task (✓= yes)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = yes)	Performs Function Satisfactoril  y ( ✓ = yes)	Needs Improveme nt (✓= yes)	
<b>Equipment and Supply Functions</b>	Body Fidites	( - 110)	(* = <b>je</b> s)	(* = 303)	(* — yes)	( - jes)	(* = <b>j</b> cs)	
Uses only equipment you have been trained								
to use.								
Operates all equipment in a safe manner.								
Use only the equipment and supplies								
necessary to do the job. Is not wasteful.								
<b>Equipment and Supply Functions</b>								
Comments:								
Rating:OutstandingExceeds Requirement	ents Meets }	Requirements	Partially	Meets Requireme	entNeeds	Improvement		
Residents' Rights								
Maintains <b>confidentiality</b> of all pertinent								
resident care information to assure resident								
rights are protected.								
Knocks before entering a resident's room.								
Ensures that you treat all residents fairly								
and with kindness, dignity and respect.								
Reports all allegations of resident abuse								
and/or misappropriate of resident property.		]	İ				İ	

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Resident Rights							
Comments:							
Rating:OutstandingExceeds Requirement	ents Meets I	Requirements	Partially	Meets Requireme	entNeeds l	Improvement	
		T	Safety Factor	rs		Evaluation (	(✓ one box)
	Risk Exposure Potential to Blood and/or	Essential Function	Function Requires Repetitive Motion	Minimum Weight Lifting Requirement s Apply to Task	Function Requires Prolonged Sitting, Standing, Bending, etc.	Performs Function Satisfactoril	Needs Improveme nt
	Body Fluids	(✓ = no)	( <b>√</b> = yes)	( <b>√</b> = yes)	( <b>✓</b> = yes)	(✓ = yes)	( <b>√</b> = yes)
<b>Customer Service, Compliance and</b>	Teamwork						
Performs all assigned tasks in accordance with our established policies and procedures and as instructed by your supervisors.							
Acts as a positive representative of the							
center at all times.							
Maintains pleasant, respectful and courteous interactions with residents, families, staff and visitors.							
Remains open to new ideas, seek to							
understand change and adapt positively.							
Adheres to corporate compliance program and standards of conduct.	ļ						
Notifies nurse of any resident complaints of							
pain.							
Adheres to the dress code including the display of name badge ant all times.							
Follows work assignments and/or work schedules in completing and performing your assigned tasks.							
Reports all complaints and grievances made by the resident.							
<b>Customer Service, Compliance and</b>	Teamwork						
Comments:							
Rating:OutstandingExceeds Requirement	ents Meets l	Requirements	Partially	Meets Requireme	entNeeds	Improvement	

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			Evaluation	(✓ one box)			
Communication	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function (✓ = no)	Function Requires Repetitive Motion (✓ = yes)	Minimum Weight Lifting Requirement s Apply to Task (✓= yes)	Function Requires Prolonged Sitting, Standing, Bending, etc. (✓ = yes)	Performs Function Satisfactoril y (✓ = yes)	Needs Improveme nt (✓= yes)
Practices effective communications skills							
with all; customers and co-workers.							
Introduces self, demonstrates courteous behavior by extending genuine works of							
concern, calling people by name, giving							
them your full attention and using							
appropriate body language.							
Asks questions for clarity, listen carefully,							
provide appropriate information in a manner							
others can understand and check for understanding.							
Demonstrates conflict resolution skills.							
Listens well and accepts constructive							
feedback.							
Communication Comments:							
D.4.						_	
<b>Rating:</b> OutstandingExceeds Requirement	ents Meets l	Requirements	Partially	Meets Requireme	entNeeds	Improvement	



			Safety Factor				
		I	Function	Evaluation (✓ one box)			
	Risk Exposure Potential to Blood and/or Body Fluids	Essential Function $(\checkmark = no)$	Function Requires Repetitive Motion (✓ = yes)	Minimum Weight Lifting Requirement s Apply to Task (✓= yes)	Requires Prolonged Sitting, Standing, Bending, etc. (✓ = yes)	Performs Function Satisfactoril  y (✓ = yes)	Needs Improvem nt (✓= yes)
ersonal Effectiveness							
omplies with all personnel policies.							
aintains good attendance and comes to ork on assigned days.							
ttends in-service education programs for lf development.							
ans and organizes workload and time ficiently.							
ersonal Effectiveness							
ating: Outstanding Exceeds Requirem	ents Meets	Requirements	Partially	Meets Requireme	entNeeds	Improvement	
I have received a copy of my position  Employee Signature	n description t	for my reco	ords.	Date			
Supervisor Signature				Date			

18-1-24 Engineer 1

8 of 8 1/24/2018