



Provincial Job Description

TITLE:
(019) Food Services Worker

PAY GRADE:
6

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists with the (non-cooking) preparation and distribution of food and beverages. Provides cafeteria, catering and dining room services. Cleans and sanitizes equipment and work areas.

QUALIFICATIONS:

- ◆ **Grade 10**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Communication skills**
- ◆ **Food Safe certificate**
- ◆ **Driver's license, where required by the job**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Food Preparation / Assemble

- ◆ Assembles meals including breakfast, dinner, supper and nourishments.
- ◆ Cleans and pre-preps menu items (e.g., trim meat, slice vegetables and fruit).
- ◆ Slices, grinds, purees and shreds food (e.g., meat, cheese).
- ◆ Measures ingredients.
- ◆ Prepares sandwiches, salads, toast and desserts.
- ◆ Assists preparation of meals and nourishments.
- ◆ Assists preparation of special lunches and nourishments (e.g., diabetic, low calorie, gluten free, allergy free, baby formulas, tube food, thicken fluids, low fat).
- ◆ Re-package food supplies for delivery to other sites.

B Serve / Tray Assembly

- ◆ Portions food items and beverages (e.g., desserts, hot and cold cereal).
- ◆ Assembles trays.
- ◆ Serves breakfast, dinner, supper, Meals-on-Wheels and nourishments.
- ◆ Provides cafeteria/dining room service.
- ◆ Provides cashier services.
- ◆ Provides tray delivery and pick-up.
- ◆ Assists clients/patients/residents with meals (e.g., condiments, cut meat) and provides dining assistance.
- ◆ Assists with catering services.

C. Clean / Sanitize / Disassemble

- ◆ Cleans and sanitizes work areas/surfaces, equipment and floors.
- ◆ Pre-cleans/washes dishes, pots and pans.
- ◆ Collects garbage and disposes of wastes and recycling.
- ◆ Clears and sanitizes tables.
- ◆ Disassembles, cleans, reassembles and stores cafeteria items.

D. Related Key Work Activities

- ◆ Locks/unlocks kitchen, fridge and doors.
- ◆ Stocks, orders groceries, receives, unpacks and stores.
- ◆ Restocks ward supplies, kitchens, fridges.
- ◆ Stocks laundry supplies for kitchen.
- ◆ Performs Quality Control/temperature checks/rotation of stock.
- ◆ Receives requests and communicates diet changes.
- ◆ Updates patient information.
- ◆ May shows others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ May call-in/replace staff.

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: March 12, 2019