



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**
- ◆ **Food Safe certificate**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Basic communication skills**

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 (e.g., operate till, set tables for meals).**
- ◆ **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.**
- ◆ **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.

Any revisions of the document must be approved by the Joint Job Evaluation Maintenance Committee.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: June 29, 2006