

**ST. JOSEPH CONVENT,
CAMPBELLSPORT, WI**

JOB DESCRIPTION

Universal Precaution
Category 2

JOB TITLE: Foodservice Worker

REPORTS TO: Directly accountable to the Assistant Director of Foodservice
Ultimately accountable to the Foodservice Director

JOB OBJECTIVE: Follow established guidelines to ensure correct and safe preparation and service of food to residents, guests, employees and the Elderly Nutrition Program.

JOB STANDARDS:

1. Must be at least 16 years of age.
2. Must be able to read, write, speak and understand English
3. Must be able to follow written and oral instructions.
4. Demonstrates regular and prompt attendance.
5. Must adhere to department dress code.
6. Must be able to safely perform the essential (*) job functions.

RESPONSIBILITIES AND FUNCTIONS:

(Essential functions are indicated by an asterisk in front of the number.)

- *1. Adheres to the philosophy and mission of St. Joseph Convent, Campbellsport.
- *2. Prepares various food items for the main dining room, diet kitchen, Wing kitchenettes, vending and the Elderly Nutrition Program.
- *3. Sets up main dining room serving line and helps to supply it during meal times.
- *4. Helps to pack hot foods for the Elderly Nutrition Program.
- *5. Removes and properly stores food from serving line after meals.
- *6. Thoroughly cleans serving line after meals.
- *7. Fills floor supply orders as needed.
- *8. Washes pots and pans as needed.
- *9. Handles and operates equipment and supplies with care.
- *10. Follows guidelines for safe handling of food.
- *11. Reports all hazardous conditions of equipment to supervisor.
- *12. Records appropriate information in unit communication book.
- *13. Maintains confidentiality of all Foodservice Department and organizational information.
- *14. Keeps work area and equipment clean.
- *15. Adheres to the dress code.
- *16. Knows and follows existing lines of communications and authority.
- *17. Attends and participates in department and in-house inservices as scheduled.
- *18. Knows role in fire and disaster situations, participates in drills and functions in professional, calm manner when an emergency situation arises.