

Ministry: BC Mental Health Society
Branch: Food and Nutrition Services
Location: Riverview Hospital

Working Title: **Food Service Worker**
Level: Range 7
Classification: Food Production Services

PRIMARY FUNCTION

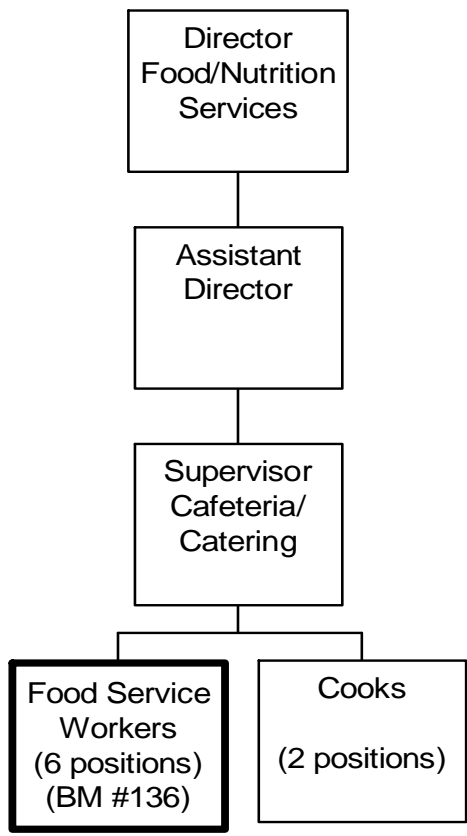
To provide food preparation, production and cleaning services in the kitchen of an institution.

JOB DUTIES AND TASKS

1. Assembles a variety of food items and meals according to proper food handling and storage methods
 - a. pre-portion food for trayline in accordance with portion control guidelines
 - b. places specific portions of food on meal trays according to menus
 - c. replenishes food and supplies on a trayline
 - d. prepares tea, coffee, toast, sandwiches, salad plates and special drinks
 - e. weighs and packages food items and measures liquids
 - f. prepares nogs, shakes, jelled products and other food items for diabetics and special diets
 - g. prepares fruits and vegetables by washing, cleaning, peeling, slicing and chopping
 - h. sets up nourishment trays for meal wagons
 - i. loads tray line meals onto food wagons
 - j. delivers wagons to fridge storage and dining room areas and hooks up wagons to electronic chillers/heaters; ensures correct temperatures to prevent bacteria growth
 - k. defrosts food items as required
 - l. checks tally sheets to record information
 - m. operates kitchen equipment such as blenders, scales, gelling machines, can openers, pallet jacks and industrial dishwashers

2. Performs various cleaning functions
 - a. checks temperature of dishwasher for cleaning and sterilization
 - b. washes and dries food wagons and nourishment wagons
 - c. strips and loads dishes, trays and cutlery into dishwasher and stacks clean items in storage area
 - d. removes stains and scrubs dishes as required
 - e. cleans and sterilizes pots, pans, mixing bowls and large utensils
 - f. takes apart dishwashing machine for cleaning purposes
 - g. tidies and cleans refrigerators and storage areas
 - h. removes garbage and takes soiled laundry to dirty linen area
 - i. replenishes soap, paper towels and cup dispensers
 - j. cleans counter tops, cupboards, sinks, work tables, equipment and machines
 - k. sweeps and mops floors

3. Performs other related duties
 - a. delivers food supplies
 - b. stocks and retrieves food supplies from storage area
 - c. assists in taking inventory of supplies
 - d. acts as cashier in cafeteria on a relief basis
 - e. orients new employees



REASON FOR CLASSIFICATION

Benchmark Job #136

Job Title: Food Service Worker

| FACTOR NO. | REASON FOR CLASSIFICATION | DEGREE | CLASS. POINTS |
|------------|--|--------|---------------|
| 1 | <p>JOB KNOWLEDGE Know several work tasks and how to do arithmetic to assemble, load and deliver food to patients, prepare special diet items and operate kitchen equipment and cash register.</p> | B | 40 |
| 2 | <p>MENTAL DEMANDS Judgement to select a known action in completing specific tasks to prepare sandwiches, salad plates and special drinks for diabetics, measure liquids and food, operate kitchen equipment and ensure proper food temperatures.</p> | B | 40 |
| 3 | <p>INTERPERSONAL COMMUNICATION SKILLS Courtesy required to exchange information related to food service duties with co-workers.</p> | A | 10 |
| 4 | <p>PHYSICAL COORDINATION AND DEXTERITY Some coordination and dexterity required to use kitchen utensils to prepare food, to operate institutional kitchen equipment such as dishwashers and to portion amounts by measuring food and liquids.</p> | B | 10 |
| 5 | <p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, using oral instructions, changes the order of completion to meet immediate requests or demands in performing several functions to assemble and serve a variety of foods, clean pots, dishes and cutlery, load and deliver food wagons and collect cash in cafeteria.</p> | B | 30 |
| 6 | <p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to perform backup cashiering duties in a cafeteria without balancing receipts.</p> | B | 10 |
| 7 | <p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Some responsibility to handle perishable foods according to proper food handling and storage methods.</p> | B | 10 |

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| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees. | A | 5 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Significant care and attention to ensure safe food preparation in an institution. | D | 25 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Close sensory concentration to regularly observe and smell to prepare food. | B | 6 |
| 11 | PHYSICAL EFFORT Relatively heavy physical effort to almost always stand to prepare food and wash dishes. | D | 18 |
| 12 | SURROUNDINGS Exposure to frequent excessive heat from industrial dishwasher. | C | 6 |
| 13 | HAZARDS Significant exposure to hazards from the possibility of cuts, burns and bruises almost always. | D | 9 |

Total Points: 219

Level: Range 7