

Position: **Benchmark Job #136**

Ministry: BC Mental Health Society

Working Title: **Food Service Worker**

Branch: Food and Nutrition Services

Level: Range 7

Location: Riverview Hospital

NOC Code: 6641

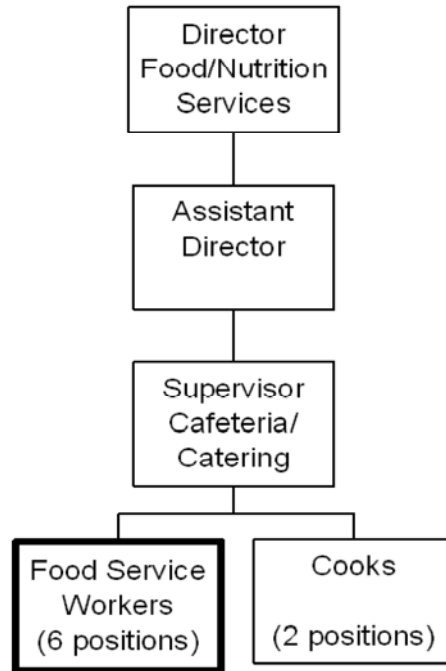
PRIMARY FUNCTION

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



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>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.</p> <p>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</p> <p>Courtesy required to exchange information related to food service duties with co-workers.</p>	A	10
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>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</p> <p>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</p> <p>Limited financial responsibility to perform backup cashiering duties in a cafeteria without balancing receipts.</p>	B	10

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

Total Points: 219

Level: Range 7