



**JANUARY 2019  
FLSA: NON-EXEMPT  
PART-TIME**

**REDWOOD COAST SENIORS, INC.  
FOOD SERVICE WORKER**

**HOURLY PAY RANGE: \$15.00-19.00**

**DEFINITION**

Under general direction, assists and participates in the work of food service. Preparing daily lunches for clients in the dining room and meals on wheels clients. Performs skilled and semi-skilled food service tasks. Provides responsible assistance to the food service manager and food service lead.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the food service manager and food service lead. Exercises no supervision over staff.

**CLASS CHARACTERISTICS**

This is a support position in the food service class series. Responsibilities may include food preparation and general cleaning tasks associated with kitchen work. Report any malfunctioning equipment or unsafe conditions immediately to the food service manager.

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Ensure all health and safety codes are always observed. Cleanliness of assigned work area.
- Observes correct use of implements and equipment, and relevant safety precautions.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Stays current on the status of new Health and Safety codes.
- Food preparation and cooking as needed.
- Performs other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Maintaining the safety and cleanliness of Centers food service area.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Safety principles, practices, and procedures of building, facilities, and related systems and facilities, including related equipment and materials.
- Basic mathematics.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and center staff, in person and over the telephone.

**Ability to:**

- Safely and effectively use and operate equipment required for the work.
- Follow oral and written instructions.
- Make accurate arithmetic calculations.
- Organize your own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted during work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade. Prior food service experience desired.

**Licenses and Certifications:**

- Possession of, or ability to obtain California Food Handlers Certification
- First Aid and CPR/AED issued by the American Red Cross recommended.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field and in and around Centers facilities. Strength, stamina, and mobility to perform medium physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate pertinent equipment. Ability to hear and speak to communicate in person and over the telephone. The job involves frequent walking in operational areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be asked to work various shifts or on evenings, weekends, and holidays as needed.

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Employee Signature

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Date