





## **JOB DESCRIPTION**

- Monitors and records temperature of cooler and ingredient storage areas to ensure proper temperatures are maintained at all times and freshness of prepared food are maintained at all times.
- Stores all foods in correct place, wrapping, labeling and dating all items properly to preserve and protect the quality of foods.
- Rotates all inventory daily in each holding/storage area ensuring that items are stored chronologically (first in, first out).
- Maintains food quality control by checking for any product that is damaged, leaking and/ or spoiled. Report any such incidence to the management for corrective action.
- Reports faulty operation of equipment to management to repair or replace to assure a safe work environment.
- Must comply with all federal, state, and local laws. Must comply with Loretto and Advanced Meal policies and procedures and follow infection control practices when performing daily tasks.
- Reports all accidents, incidents and hazardous conditions or equipment to management.
- Maintains a safe and sanitary work area.
- May perform other related duties as assigned.

## **SANITATION**

- Loads soiled dishes, trays and other ware into wash machine. Removes after proper cleaning. Inspects and stores as directed by site manager.
- Maintains area in a clean and sanitary fashion. Sweeps and mops areas as directed.
- Takes tray carts or food carts to assigned floors. Notifies Nursing staff of tray arrival.
- Breaks down trays, cleans carts and cleans all work areas after each meal.
- Keeps beverage coolers cleaned and stocked for meals.
- Empties garbage from kitchen, dish room, cafeteria, pulper and takes to proper trash receptacles. Cleans waste containers.
- Cleans and sanitizes pots, pans, racks and work areas. May assist in cleaning major kitchen equipment such as ovens, kettles, mixers, slicers, coolers, walls, etc.
- Loads soiled dishes, trays and other ware into wash machine. Removes after proper cleaning. Inspects and stores as directed by site manager.

### Job expectations for all Loretto employees:

- Promotes and role models the mission, values, vision and strategic goals of Loretto in all interactions with staff, peers, residents, family members, vendors and visitors. Treats people with dignity, professionalism and kindness.
- Demonstrates excellent internal and external customer service skills such as friendly greeting, making eye contact, listening attentively, responding in a timely manner, showing respect and empathy and acting as a role model for staff and peers.
- Demonstrates excellent work attendance, reliability and work ethics. Arrives at facility on time for assigned shift and prepared to work.
- Attends and actively participates in required meetings and training sessions including reorientation.
- Complies with established policies, procedures, and codes of conduct at all times (e.g., dress code policy).
- Adheres to all health and safety requirements, regulations, policies and procedures.



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- Practices and teaches safety awareness. Identifies and reports or corrects any possible safety or environmental issues.
- Understands all HIPAA and other compliance & regulatory requirements associated with their role, including completion of required internal or external training/certifications.
- Performs a variety of related duties as assigned.

### QUALIFICATIONS

- High school diploma, GED, or ability to pass written TABE test.
- Ability to read, write and understand the English language.
- Ability to follow simple oral and written directions.
- Good customer service skills.
- Ability to work independently and in a team setting.

### PHYSICAL REQUIREMENTS

- Ability to lift boxes, cartons, and pans of food up to 50 lbs.
- Ability to frequently reach, bend, stoop, stand, walk, push and pull.
- Ability to stand for long periods of time (up to 8 hours).
- Ability to do routine cleaning.

### ENVIRONMENTAL CONDITIONS

Ability to adapt to hot or cold environments while performing the duties of this job.

### EMPLOYER'S DISCLAIMER

- Non-essential job functions are subject to possible modification where necessary to reasonably accommodate qualified individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Loretto reserves the right to modify position duties at any time, to reflect process improvements and business necessity.
- This document does not create an employment contract, implied or otherwise.

### EMPLOYEE ACKNOWLEDGMENT

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Please Print)

**Employee Signature:** \_\_\_\_\_

Reviewed/Revised	
Date: 5/7/2017	By: T. Schattinger
Date:	By: