

# KIWANIS VILLAGE NANAIMO

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<b>POSITION DESCRIPTION:</b>	FOOD SERVICE WORKER
<b>DEPARTMENT:</b>	SUPPORT SERVICES
<b>CLASSIFICATION:</b>	FSW1
<b>BENCHMARK:</b>	20001
<b>REPORTS TO:</b>	COORDINATOR, FOOD SERVICES

## **ROLE SUMMARY:**

The Food Service Worker performs a variety of food services duties such as portioning and serving food, washing and/ or preparing food items such as fruits and vegetables, tea, coffee and toast, and cleaning and sanitizing work areas according to established procedures, standards and operational requirements

## **DUTIES AND RESPONSIBILITIES:**

1. Assembles food items at workstation, including, positioning and operating equipment. Portions out and serves food and beverages for residents
2. Prepares food items, including counting, weighing or measuring as appropriate, such as fruits, vegetables, tea, coffee and toast. Washes, peels, trims, pares, cuts, slices and stores vegetables and fruit as required.
3. Sets up and delivers meal trays and or/ or supply carts to residents and dining areas, and picks up as assigned.
4. Dismantles workstation, puts away food, supplies and equipment, wash equipment and cleans up area. Stock service area, discarding items beyond expiry date, and replenishes supplies as required.
5. Operates dispensing machines. Puts away and brings out supplies as required.
6. Assembles such items as salads and sandwiches.
7. Performs clerical duties such as writing information on menu cards and checking cards against lists.
8. Washes dishes, wares, utensils and equipment as required. Operates dishwashing and/ or pot washing machines and equipment. Spot washes walls and splash areas. Removes garbage and recycling as required. Cleans and sanitizes assigned area, equipment, dishes and wares. Sweeping and damp mopping floors.

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9. Performs other related duties as required

### **QUALIFICATIONS:**

#### **A. Education, Training and Experience**

Grade 10 or an equivalent combination of education, training and experience.

Current certification in Food Safe

#### **B. Skills and Abilities**

- Communicate effectively both verbally and written
- Deal with others effectively
- Physically carry out the duties of the position.
- Organize work.
- Operate related equipment.