



## UNION JOB DESCRIPTION

**JD1408**

<b>JOB TITLE:</b>	Food Service Worker	<b>JOB DESCRIPTION NO.:</b>	F.CI.20001.004
<b>CLASSIFICATION:</b>	Food Service Worker I	<b>GRID/PAY LEVEL:</b>	F 10
<b>COLLECTIVE AGREEMENT:</b>	Facilities Subsector	<b>HSCIS NO.:</b>	20001
<b>UNION:</b>	HEU	<b>JOB/CLASS CODE:</b>	20001
<b>PROGRAM/DEPARTMENT:</b>	General Support	<b>BENCHMARKS (If Applicable):</b>	20001
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	Nanaimo Regional General Hospital (NRGH)		

### JOB SUMMARY:

In accordance with the Mission, Vision and Values, and strategic directions of Vancouver Island Health Authority patient safety is a priority and a responsibility shared by everyone at VIHA and as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Food Service Worker performs a variety of food services duties, such as portioning and serving food, washing and peeling fruit and vegetables, preparing beverages and simple food items, washing dishes, pots, pans and utensils, and cleaning floors, equipment, machines and work surfaces in accordance with established standards, policies and procedures.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Sets up meal trays with utensils, napkins and condiments; portions out food and beverages on meal trays according to menu slips or within the dining room or cafeteria operation, including filling Food Services requisitions.
2. Washes, peels and stores vegetables and fruit, and counts, weighs and/or measures ingredients for assigned food preparation area. Cuts, minces and/or purees foods using a variety of tools and equipment. Prepares beverages and food items such as tea, coffee and toast; warms buns and muffins; and assembles food items such as sandwiches and salads.
3. Loads, delivers, collects and unloads meal service carts or wagons; and delivers or collects patient/resident trays, as required. Distributes food items and supplies from storage to various work areas in accordance with schedules and as required.
4. Takes cash and/or meal tickets from customers, including utilizing a cash register as required. Performs clerical duties such as answering the phone and taking and relaying messages as required.
5. Strips, racks and washes food service and preparation items such as dishes, pots, pans and utensils by operating dishwashing and pot washing machines. Stacks and stores clean items. Puts away and brings out supplies as required.
6. Monitors the quality and quantity of supplies and inventory on hand, notifying Manager or designate of any shortages, spoilage or discrepancies.
7. Maintains a clean and tidy work area by sweeping and damp mopping floors, cleaning work surfaces, tables, sinks, equipment and machines, including spot washing walls and splash areas. Removes garbage as required, including recycling.
8. Reports equipment and safety concerns to Manager or designate.

9. Performs other related duties as assigned.

**QUALIFICATIONS:**

**Education, Training And Experience**

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

**Skills And Abilities**

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