

REPORTS TO:	Manager, Nutrition Services
REVISED:	09/2021
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Responsible for preparing high quality food and advancing exception care for patients, employees and visitors, following standardized recipes and using proper safety and sanitation requirements. Responsible for communicating the needs of patients, employees, and visitors so that the department operates in an effective manner in accordance with the philosophy, goals, and objectives of Clarinda Regional Health Center.

QUALIFICATIONS:

Education and/or Experience

- High school diploma or equivalent
- Must be at least 18 years of age
- Two (2) years food service experience preferred
- Basic knowledge of patient diet requirements
- Sanitation and modified diet training required (must be completed within first 90 days of employment)
- Food prep classes preferred

Certificates, Licensure, Registrations

- Servsafe Certificate preferred
- Mandatory Reporter of Iowa Certificates (Dependent Adult and Child Abuse) (or willing to obtain within CRHC policy)

Essential Job Duties and Responsibilities	
1.	<p>Contributes to a smooth, non-stop customer service operation providing high quality food, beverage, and services to ensure the need of the customers are met.</p> <ul style="list-style-type: none"> • Interacts with customer in a manner that is friendly, supportive, courteous, respectful, cooperative and professional. • Communicates the required food so that it is purchased and prepared. • Consults with the Clerk on a meal to meal basis about patient diet/menu needs.

	<p>Essential Job Duties and Responsibilities</p> <ul style="list-style-type: none"> • Completes documentation in compliance with facility and department policies and procedure on a consistent basis. • Demonstrates flexibility in working hours and days scheduled to meet the need of the department/hospital. <p>Demonstrates effective time management and appropriately uses the time clock</p>
2.	<p>Follows proper cooking techniques to ensure quality food for customers using standardized recipes</p> <ul style="list-style-type: none"> • Uses and adheres to standardized recipes. • Obtains all food necessary for preparation of patient meals. • Prepares products within designated time frames. Production deadlines are met. • Prepares correct portion sizes and prepared food to meet forecasted amounts. • Ensures that foods are eye appealing, flavorful, and meet diet requirements. • Seasons foods following the hospital standards. <p>Prepares special functions for patients and guest in an appropriate, attractive, safe manner.</p>
3.	<p>Demonstrates appropriate sanitation and safe food handling procedures for food preparation, service, delivery and storage.</p> <ul style="list-style-type: none"> • Uses proper hand washing techniques regularly. • Practices safe equipment usage and refrains from using unsafe equipment or misusing equipment. • Covers, labels and dates food items and leftovers for storage. • Handles food according to hospital policy. • Documents cleaning assignments when completed. <p>Identifies potentially unsafe situations and notifies supervisor if unable to correct/solve.</p>
4.	<p>Presents self in a professional manner and enhances professional growth and development through participation in education programs, current literature, in-service meetings and workshops.</p> <ul style="list-style-type: none"> • Seeks opportunities for continued growth and performance improvement. • Always maintains a professional appearance and manner. Is clean, neat, and dressed appropriately for work. Clothing is free of rips and stains. • Dependable and completes work in a timely manner.

Essential Job Duties and Responsibilities	
	Demonstrates an understanding and emphasis on quantity, quality and knowledge of duties and tasks.
5.	<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> • Demonstrates a commitment to the practices of Quality Improvement (QI). • Regularly attends Department huddles and participates in improvement discussions. <p>Completes tasks as outlined on Department Huddle Board</p>
6.	Performs other duties as assigned.

Shift Lead Essential Job Duties and Responsibilities	
1.	Provides accurate documentation in necessary situations.
2.	<p>Able to make professional decisions</p> <ul style="list-style-type: none"> • Necessary menu changes • Help with answering questions from people outside the department/hospital. • Help with diet related questions. • Assist with submitting issuetraks/SQSS/On-Call list if needed. • Recipe related questions
3.	Handles responsibilities in a professional manner.
4.	Available to receive phone calls/texts from working staff during all hours of operation on their weekend/in manager's absence.
5.	Responsible for communicating with manager when they cannot answer a question from staff.
6.	<p>Maintain open communication with manager and staff related to scheduling/availability on their weekend.</p> <ul style="list-style-type: none"> • Utilize a system of written communication showing who to call after shift lead leaves for the day (if they are unable to maintain availability).

ESSENTIAL Work Environment & Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving		X		
Lifting (floor to waist level)		40 lbs.	30 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	30 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	30 lbs.	10 lbs.
Carrying objects			X	
Push/pull				
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl		X		
Wrist position deviation				X
Pinching/fine motor activities				X
Keyboard use/repetitive motion			X	

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		X	
Far Vision		X	
Color Discrimination			X
Depth Perception		X	
Hearing		X	

Environment Requirements <i>Occupational Exposure Risk Potential</i>	Not Anticipated	Reasonably Anticipated
Bloodborne Pathogens	X	
Chemical		X
Airborne Communicable Disease	X	
Extreme Temperatures		X
Radiation	X	

Uneven Surfaces or Elevations		X	
Extreme Noise Levels		X	
Dust/Particulate Matter			X
Other (List)			

Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours	X			
Regular, punctual attendance for assigned shifts	X			
Available to work overtime	X			

APPLICANT ESSENTIAL FUNCTION FORM

Name (please print): _____

Position Applied For: _____ Date: _____

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description for which you are applying and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Signature: _____