

POSITION DESCRIPTION**FOOD SERVICE ASSISTANT II**

Town Creek Assisted Living Facility
Center for Rural Services
Region Ten Community Services Board

CLASSIFICATION TITLE: FOOD SERVICE ASSISTANT II

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent has responsibility for providing support under the Food Service III to include food preparation and service. The incumbent reports to the Director III.

Carrying out position duties requires knowledge of food services, food preparation skills and experience working in a fast paced, team-oriented environment. Incumbent will work independently with ongoing direction and supervision provided by the supervisor. The incumbent will perform within accordance with applicable professional ethics and established Region Ten policies and Department of Social Services regulations.

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

In general, a Food Service Assistant II is expected to:

1. *Maintain a pleasant, professional demeanor while completing tasks
2. *Follow directions and complete job tasks as required.
3. *Be reliable in attendance and in completion of tasks.
4. *Be willing to ask questions as appropriate.
5. *Adhere to confidentiality policy at all times.
6. *Perform various tasks to include but not limited to: food preparation, maintaining a clean workplace, standing for long periods of time, dish washing, and serving food.
7. *Practice safe food handling techniques.
8. *Cleaning food preparation areas and equipment.
9. *Stocking food products and supplies. Be able to lift up to 50 lbs.
10. *Demonstrate skills in ability to interact with residents in a positive manner.
11. Abide by agency policy and procedures.
12. *Performs all other duties as assigned.

QUALIFICATIONS:

Ability to read, write and follow oral and written instructions; knowledge and abilities essential to the successful performance of the duties assigned to the position; wear and maintain suitable attire; valid Virginia driver's license is preferred. For food delivery and use of agency vehicles must have driver's license and acceptable driving record as issued by the Division of Motor vehicles is required. For use of a personal vehicle to conduct Region Ten business, a certificate of valid personal automobile insurance must be provided. In addition, the incumbent needs to possess the following knowledge, skills, and abilities.

Knowledge of: Specific state, local and federal regulations in food service; safe food handling; universal precautions; and customer service.

Skills in: cooking techniques and food preparation; working collaboratively; cooking/baking/catering; communication and maintaining a hygienic environment.

Abilities to: follow a set schedule; learn and follow established procedures; work independently without constant supervisor; work at a quick pace enabling one to complete all job expected duties; model professional attitudes; work effectively with food service team; make sound judgements.

ADMINISTRATIVE PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Administrative Provider Performance Evaluation Standards.

COMMUNITY SERVICES ASSOCIATE I

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POSITION LOCATION:

Town Creek ALF
393 Front Street
Lovingston, VA 22949

POSITION ORGANIZATION CHART:

Director III
|
Food Services Associate II

PAYGRADE: 3

SCHEDULE: 40 hours per week. Flexible schedule to include some evening and weekend hours as needed.

Position Description Update: June 5, 2020

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date