

POSITION DESCRIPTION**FOOD SERVICE ASSISTANT II (PRN)**

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 FSLA non-exempt position in which the incumbent is responsible for providing support under the Food Service Assistant III, to include food preparation and service. The Food Service Assistant II reports to the Director III. Position duties require knowledge of food services, food preparation skills, and experience working in a fast-paced, team-oriented environment. The incumbent works independently, with ongoing direction & supervision provided by the supervisor. Duties are performed in accordance with applicable professional ethics, established Region Ten policies, and Department of Social Services regulations.

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

MAJOR DUTIES:

1. *Maintain a pleasant, professional demeanor while completing tasks.
2. *Follow directions and completes job tasks as required.
3. *Be reliable in attendance and in the 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 lift up to 50 lbs.
10. *Demonstrate ability to interact with residents in a positive manner.
11. Abide by agency policy and procedures.
12. *Perform 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, a Virginia driver's license and acceptable driving record as issued by the Department of Motor Vehicles is required. For use of a personal vehicle to conduct Region Ten business, a certificate of valid personal automobile insurance is required. In addition, the incumbent should possess the following knowledge, skills, and abilities:

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

Skills in: cooking techniques and food preparation; working collaboratively; cooking, baking, and catering; maintaining a hygienic environment; good communication, both orally and in written form.

Ability to: read, write, and follow oral & written directions; wear and maintain suitable attire; follow a set schedule; learn and follow established procedures; work at a quick pace, enabling one to complete all required job duties; model professional attitudes; work efficiently with food service team; make sound judgments.

PERFORMANCE EVALUATION STANDARDS

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

POSITION LOCATION: Town Creek ALF
393 Front Street
Lovingston, Virginia 22949

POSITION ORGANIZATION CHART

Director III
|
Food Services Associate II

GRADE: 6

SCHEDULE: Flexible schedule to include some evening & weekend hours as needed.

Position Description updated: January 23, 2025

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

Signature

Name Printed

Date