

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED 10/03/97
DATE AMENDED 04/17/2019

TITLE OF POSITION: Food Service Worker/Cook

POSITION NUMBER: 17

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

One-year cooking experience in a full menu restaurant or institutional kitchen.

Compliance with minimum standards for screening of mental health personnel as contained in F.S. 394.4572.

SUPERVISOR: Food Service Supervisor

POSITIONS SUPERVISED: None.

WAGE AND HOUR STATUS: Non-Exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES¹:

ESSENTIAL FUNCTIONS (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

1. Prepares meals in accordance with menu set by Dietary Consultant.
2. Keeps accurate and timely inventory records of all food and kitchen supplies used.
3. Keeps accurate food production records set forth by Food Service Supervisor, paying particular attention to number of persons served.
4. Keeps kitchen and stockroom areas clean.
5. Serves meals to clients in a timely and professional manner.
6. Follows all Life Management Center, state, and federal confidentiality guidelines.
7. Assists in the food and supplies ordering process by notifying the Food Service Supervisor that stock is running low.
8. Checks all invoices of all items delivered to kitchen; ensures that all shortages are documented on invoice; signs all invoices.
9. Cleans tables after each meal in dining room.

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

10. Reports any unusual client behavior or physical reactions to the nurse on duty.
11. Reports all equipment failures or abnormal operating problems immediately to Food Service Supervisor.
12. Follows all rules and regulations posted to ensure that all foods are handled in a sanitary manner.
13. Is able to prepare nonscheduled meals for clients upon request from nurse on duty or at the direction of the Food Service Supervisor.
14. Ensures that all equipment is turned off and all doors locked at the end of the evening shift.
15. Washes dishes, pots, and pans in accordance with sanitary conditions set forth by the state.
16. Records temperatures of all refrigeration units when working early shift.
17. Empties and cleans trash receptacles daily.
18. Stocks shelves and refrigeration units after deliveries have been made, remembering to rotate stock.

Copy received by:

_____ **Date:** _____