

## Clark County Wisconsin Position Description



**Job Title:** Food Service Worker  
**Department:** Food and Nutrition Systems  
**Reports To:** Director of Food and Nutrition Systems  
**Pay Schedule:** O  
**FLSA Status:** Hourly  
**EEOC Job Code:** 8029 (FT); 8065 (PT); 8066 (Casual)  
**EEOC Function:** 7

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### **Purpose of Position:**

The Food Service Worker assists the cooks/baker in preparation and serving of food for general menu and nutrition therapy including therapeutic and texture modified diets with presentation, and service based on Person Centered Care for skilled care nursing home, FDD, CBRF, Day Care, Outreach, and Meals on Wheels.

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### **Minimum Training and Experience Required to Perform Essential Job Functions**

A high school diploma or its equivalent and two years of vocational school or specialized certification is required. Individuals must be willing to complete the ServSafe food handling course and exam upon hire.

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### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Demonstrate understanding of portion control service, regular, therapeutic and texture modified diets when serving meals to Customers, using diet cards and the Extended Menu (Diet Sheet) as a guide.
- Demonstrate acceptance and concern for Customers by encouraging and honoring their preferences.
- Operate standard cooking equipment such as mixing machines, steam cookers, scales, toasters, food choppers, beverage dispensers, ovens and stoves.
- Prepare salads, vegetables, nourishments, snacks, beverages, supplements, and other foods to assist in full meal preparation and service.
- Assist cooks and baker in preparing and baking, cooking meats, vegetables and other foodstuffs.
- Receive, check in and inventory food and supplies according to requisition. Inform manager of inventory levels of concern.
- Assure foods are prepared and served according to production schedules, menus, standardized recipes, and HACCP food service standards.
- Assist in maintaining all work/storage areas in a clean and properly arranged manner at all times.
- Process new diet orders and diet changes and keep records updated in absence of management staff.
- Evaluate meal items and assure that standards for appearance, palatability, temperature, and serving times are met.
- Provide ongoing support to facility personnel to deliver person-centered care in dining services.
- Clean/sanitize work areas to maintain food service according to regulatory and Food Code standards.
- Perform ware-washing duties manually or loading, running, and unloading the dishwashing machine.
- Complete and sign cleaning schedule assignments to maintain equipment and ensure food safety.
- Record all food/equipment temperatures as assigned and take/record corrective action as needed.

- Perform heavy loading, unloading and transport of food carts between kitchen and serving areas.
- Assure proper sanitation and safety practices practiced at all times.
- Sweep and/or mop floors immediately when spills occur.
- Carry out garbage and keep work areas clean, dry and free of hazardous equipment, supplies, etc.
- Monitor areas for fire and safety hazards and participate in fire and disaster drills, responding appropriately to Emergency Codes.
- Use proper body mechanics and other safety precautions to prevent injury.
- Follow established infection control policies and procedures.
- Report all hazardous conditions/equipment to the manager.
- May assist in training and orientation of Food & Nutrition System employees.
- Participate regularly in appropriate education and training to maintain competence.
- Participate and assist in departmental studies as assigned to improve quality services.

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## **OTHER SKILLS AND ABILITIES**

### Computer and Office Equipment

- Ability to operate telephone, calculator, and walkie talkie.

### Mathematical Ability

- Ability to calculate figures and amounts such as numbers, fractions, and volume.

### Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to read and interpret documents such as diet orders, tray cards, recipes, production schedules, safety rules, operating and maintenance instructions.
- Works cooperatively with people having different ethnic, social or educational backgrounds.

### Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems respectfully acting in the best interest of the organization.

### Environmental Adaptability

- Ability to work effectively in a food service environment with noise and temperature fluctuations.
- Ability to interact positively with public and others.

## CONDITIONS OF EMPLOYMENT

### Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>LIFT/CARRY</b>				
1 – 10 lbs.			X	
11 – 20 lbs.			X	
21 – 50 lbs.		X		
51 – 75 lbs.	X			
76 – 100 lbs.	x			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>PUSH/PULL</b>				
1 – 10 lbs.		X		
11 – 20 lbs.		X		
21 – 50 lbs.		X		
51 – 75 lbs.		X		
76 – 100 lbs.		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>MOVEMENT</b>				
Bend/Stoop/Twist		X		
Crouch/Squat		X		
Kneel/Crawl		X		
Reach above shoulders		X		
Reach below shoulders			X	
Repetitive Arm Use			X	
Repetitive Wrist Use			X	X
Repetitive Hand Use				X
Grasping			X	
Squeezing		X		
Climb Stairs/Ladder		X		
Uneven Walking Surface			X	
Even Walking Surface				X

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>EQUIPMENT USE &amp; OPERATION</b>				
Motor Vehicles	X			
Operate Foot Pedals		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>WORK WITH/NEAR</b>				
Machinery			X	
Electricity			X	
Power Tools		X		
Impact Tools	X			
Chemicals		X		
Fumes		X		
Height		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
<b>ENVIRONMENT</b>				
Indoors				X
Outdoors		X		
Extreme Heat		X		
Extreme Cold		X		
Dusty		X		
Excessive Noise			X	
Other (explain)				

ENDURANCE		
Task	Hours at one time	Total Hours in 8 Hr Day
Sit	<1	<1
Stand	<1	3
Walk	<1	5

VISION REQUIREMENTS	
Depth Perception	X
Less than 20 inches	X
Color Vision	X
Peripheral Vision	X

ADDITIONAL CONSIDERATIONS (Including clarification of any of the above)	
<p>Serving cart to transport (push/pull) meals to unit dining areas weighs &gt;500# empty and loaded with food and equipment weight is likely &gt;800#. Possible hazard includes falls due to wet floors; sudden changes in temperature when entering refrigerated or freezer rooms or being in vicinity of ovens and steam equipment; work with and exposure to sharp knives and food processor blades. Motor coordination and manual dexterity are required to prepare/serve food and operate food service equipment. Employees &lt;18 years of age are prohibited from doing any tasks with meat slicer, power mixers, robot processor, and power load lifter (including setting up, operating, assisting others to operate, disassembling/reassembling, cleaning, oiling or adjusting).</p>	

Clark County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date