

# JOB DESCRIPTION

Benchmark Job #136

Ministry: BC Mental Health Society  
Branch: Food and Nutrition Services  
Location: Riverview Hospital

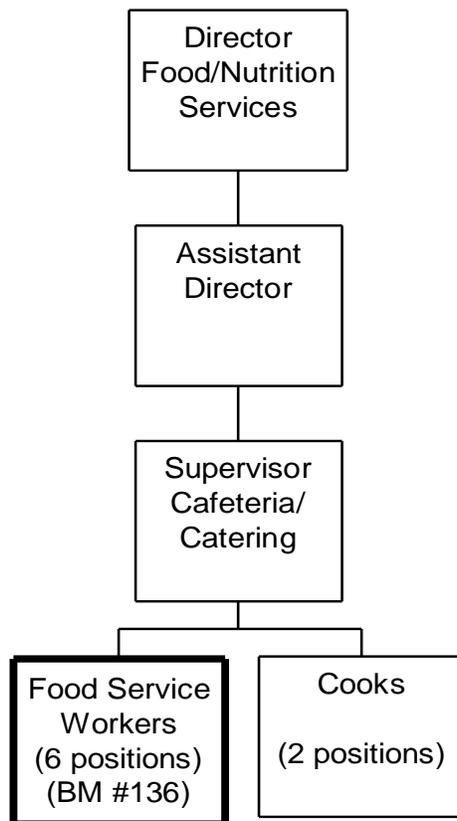
Working Title: **Food Service Worker**  
Level: Range 9  
Classification: Food Production Services

## PRIMARY FUNCTION

To provide food preparation, production and cleaning services in the kitchen of an institution.

## JOB DUTIES AND TASKS

1. Assembles a variety of food items and meals according to proper food handling and storage methods
  - a. pre-ports food for trayline in accordance with portion control guidelines
  - b. places specific portions of food on meal trays according to menus
  - c. replenishes food and supplies on a trayline
  - d. prepares tea, coffee, toast, sandwiches, salad plates and special drinks
  - e. weighs and packages food items and measures liquids
  - f. prepares nogs, shakes, jelled products and other food items for diabetics and special diets
  - g. prepares fruits and vegetables by washing, cleaning, peeling, slicing and chopping
  - h. sets up nourishment trays for meal wagons
  - i. loads tray line meals onto food wagons
  - j. delivers wagons to fridge storage and dining room areas and hooks up wagons to electronic chillers/heaters; ensures correct temperatures to prevent bacteria growth
  - k. defrosts food items as required
  - l. checks tally sheets to record information
  - m. operates kitchen equipment such as blenders, scales, gelling machines, can openers, pallet jacks and industrial dishwashers
2. Performs various cleaning functions
  - a. checks temperature of dishwasher for cleaning and sterilization
  - b. washes and dries food wagons and nourishment wagons
  - c. strips and loads dishes, trays and cutlery into dishwasher and stacks clean items in storage area
  - d. removes stains and scrubs dishes as required
  - e. cleans and sterilizes pots, pans, mixing bowls and large utensils
  - f. takes apart dishwashing machine for cleaning purposes
  - g. tidies and cleans refrigerators and storage areas
  - h. removes garbage and takes soiled laundry to dirty linen area
  - i. replenishes soap, paper towels and cup dispensers
  - j. cleans counter tops, cupboards, sinks, work tables, equipment and machines
  - k. sweeps and mops floors
3. Performs other related duties
  - a. delivers food supplies
  - b. stocks and retrieves food supplies from storage area
  - c. assists in taking inventory of supplies
  - d. acts as cashier in cafeteria on a relief basis
  - e. orients new employees



## REASON FOR CLASSIFICATION

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Job Title: Food Service Worker

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b>                      Know several work tasks and how to do arithmetic to assemble, load and deliver food to patients, prepare special diet items and operate kitchen equipment and cash register.</p>	B	40
2	<p><b>MENTAL DEMANDS</b>                      Judgement to select a known action in completing specific tasks to prepare sandwiches, salad plates and special drinks for diabetics, measure liquids and food, operate kitchen equipment and ensure proper food temperatures.</p>	B	40
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b>                      Courtesy required to exchange information related to food service duties with co-workers.</p>	A	10
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b>                      Some coordination and dexterity required to use kitchen utensils to prepare food, to operate institutional kitchen equipment such as dishwashers and to portion amounts by measuring food and liquids.</p>	B	10
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>                      Guided by specific procedures, using oral instructions, changes the order of completion to meet immediate requests or demands in performing several functions to assemble and serve a variety of foods, clean pots, dishes and cutlery, load and deliver food wagons and collect cash in cafeteria.</p>	B	30
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>                      Limited financial responsibility to perform backup cashiering duties in a cafeteria without balancing receipts.</p>	B	10
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b>                      Some responsibility to handle perishable foods according to proper food handling and storage methods.</p>	B	10

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to ensure safe food preparation in an institution.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Close sensory concentration to regularly observe and smell to prepare food.	B	6
11	<b>PHYSICAL EFFORT</b> Relatively heavy physical effort to almost always stand to prepare food and wash dishes.	D	18
12	<b>SURROUNDINGS</b> Exposure to frequent excessive heat from industrial dishwasher.	C	6
13	<b>HAZARDS</b> Significant exposure to hazards from the possibility of cuts, burns and bruises almost always.	D	9

**Total Points: 219**

**Level: Range 9**