

MARQUETTE GENERAL HEALTH SYSTEM

JOB DESCRIPTION

POSITION: Food Service Aide DEPARTMENT: Food and Nutrition Services (8530) 7480

SUPERVISED BY: Food Service Manager SUPERVISES: None

EFFECTIVE DATE: May 1, 1993 JCC: 0400

REVIEW DATE: 6/94; 5/95; 12/95; 12/97; 9/01; 9/02; 4/08; 8/10 REVISED DATE: 6/94; 5/95; 12/95; 12/96; 12/97; 4/99; 5/01; 9/02; 4/08; 8/10

PREPARED BY: Carol Holman *CH* TITLE: Dir, Food and Nutrition Services

RECOMMENDED BY: Dennis Boe *DB* TITLE: Vice President/Support Services

APPROVED BY: David S. Smith *DS* TITLE: Senior Director/Human Resources

POSITION SUMMARY:

Performs a variety of tasks in the food service operation including dishwashing, pot and pan washing, tray line service, and busing.

POSITION ACCOUNTABILITIES/COMPETENCIES\*\*:

Does  
Meets Not  
Meet\*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)
- 2. Utilizes excellent customer service skills at all times. (1,5)
- 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4. Sets up dishroom, pots and pans area, and equipment for daily use. (1,2)
- 5. Clears and scrapes the dirty trays from the patient and cafeteria carts. (1,2,3,8)
- 6. Scrubs pots and pans. (1,2,3)
- 7. Loads the dishmachine with dirty dishes, trays, and prescrubbed pots and pans. (1,2,3)

- 8. Unloads clean dishes, trays, and pots and pans from the dishmachine and restocks them to the correct storage site for future use. (1,2,3)
- 9. Operates dishmachine in accordance to established guidelines. (1,2)
- 10. Cleans and sanitizes various equipment used (dishmachine, tables, carts, sinks, and steam tables) in accordance with established guidelines. (1,2)
- 11. Works on tray assembly line during meal service and prepares late trays in accordance with established procedure and schedule. (2)
- 12. Performs duties such as serving food, busing cafeteria carts, and operation of a cash register in the cafeteria. (1,2)
- 13. Assists with serving food to patients of all ages as needed. (2,5)
- 14. Enhances professional growth and development through participation in educational programs, current literature, inservice meetings, and professional conferences. (5)
- 15. Participates and attends meetings and inservices as required and/or assigned. (5)
- 16. Performs other related duties as assigned or requested. (5)

\*Comment or data needed to support this.

\*\*Those activities that employees are required to and able to perform independently following procedure and/or criteria.

**POSITION QUALIFICATIONS:**

**Minimum Education:**

- High School graduate or equivalent

**Minimum Experience:**

- None required

**Preferred Experience:**

- 6 months food service

**Physical Demands:**

- Heavy physical effort (lift/carry up to 50 lbs.)
- Frequent prolonged standing/walking
- Push/pulls heavy equipment/supplies

**Environmental Conditions:**

- Temperature changes - variations in temperature from hot to cold
- Wet - frequent contact with water or other liquids

**Working Conditions:**

- Occasional exposure to unpleasant patient or unit elements
- Exposed to hot or noisy equipment
- Exposed to heat, wetness, odors in kitchen and/or patient areas
- Exposed to varying degrees of kitchen elements

**Required Protective Equipment:**

- Lab coat or apron
- Utility gloves

(1) The performance of this function is the reason that the job exists and is a critical activity.  
(2) There are limited employees among whom the performance of this function can be distributed.  
(3) This function occupies a great deal of the employee's time.  
(4) This function is highly specialized. Employees are hired for the skill/ability to perform this.  
(5) Failure to perform this function may have serious consequences.  
(8) Exposure to bloodborne pathogens that requires use of personal protective equipment.