

**DUTY STATEMENT***Box reserved for Personnel Section*

SH3002 (Rev.06/2020)		RPA #	C&P Analyst Approval	Date
<b>Employee Name</b>		<b>Division</b> Department of State Hospitals		
<b>Position No / Agency-Unit-Class-Serial</b>		<b>Unit</b>		
<b>Class Title</b> Food Service Technician I – Presentation/Patient Services		<b>Location</b> DSH-Patton		
<b>SUBJECT TO CONFLICT OF INTEREST</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>CBID</b> 15	<b>WORK WEEK GROUP</b> 2	<b>PAY DIFFERENTIAL</b>	<b>OTHER</b>
<b>BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS</b> To serve or assist with the preparation of food and beverages; to clean and maintain food service equipment, utensils and work areas as required; to instruct and to work with helpers from the patient population.				
<b>% OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)</b>			
40%	<b>ESSENTIAL FUNCTIONS</b>			
	<p><b>Meal Service Responsibility</b> Adhere to hospital and department policies and procedures relating to sanitation, safety, and infection control.</p> <p>Read and follow written serving instructions given by a Registered Dietitian for meal service.</p> <p>Maintain dining room, equipment, utensils, and work areas at appropriate sanitation standards.</p> <p>Assist in dining room preparation for meal service.</p> <p>Assist in receiving food and supplies delivered. Check temperatures of food at time of arrival.</p> <p>Assist with food preparation and unskilled cooking tasks including reheating. Maintain temperatures of food during reheat (for hot food), holding, and service.</p> <p>Assemble and distribute therapeutic diets following planned menu.</p> <p>Serve meals following portion control procedure and make appropriate substitutions.</p> <p>Participate in menu conference prior to meal service.</p> <p>Observe and document patient acceptance of food served.</p> <p>Processes diet orders as instructed by the Registered Dietitian or Dietetic Technician.</p>			
40%	<p><b>Operation of Cafeteria</b> Assist in maintaining safety, sanitation, and infection control standards at appropriate level.</p> <p>Maintain and arrange the dining room and service area.</p> <p>Prepare food for storage, reheat, and service.</p> <p>Assist in receiving and maintaining proper storage and use of chemicals.</p> <p>Assist in maintaining safe operation of equipment throughout the work shift and report equipment not working properly.</p> <p>Check temperatures of dish machine, storage, and refrigerated equipment.</p>			

	<p>Ensure that food handling practices follow policy and procedure for safety, sanitation, and personal hygiene.</p> <p>Attend and participate in meetings. Attend department and hospital mandated training.</p> <p>Assist in training/orienting new employees, and patient help to the work area.</p>
20%	<p><b>Interpersonal Relationships</b> Maintain and promote effective communication and working relationship with peers, patients, other staff and public.</p> <p>Promote positive staff morale.</p> <p>Display effective personal hygiene and dress.</p>
Other Information	<p><b><u>SUPERVISION RECEIVED</u></b> Receives supervision from the Food Service Supervisor I and direction from the Food Service Technician II.</p> <p><b><u>SUPERVISION EXERCISED</u></b> None</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p>Knowledge of: Methods of cleaning and preparing foods for cooking and storing food; proper methods of arranging dining room furniture, setting tables, and serving meals; various types of food service utensils and equipment and their uses; methods of cleaning and maintaining food service areas, utensils, and equipment; sanitation and safety measures in food service areas; general pantry work.</p> <p>Ability to: Portion servings; follow directions and keep simple records; communicate at a level appropriate to the classification.</p> <p><b><u>REQUIRED COMPETENCIES</u></b></p> <p><b>INFECTION CONTROL</b> – Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p><b>SAFETY</b> - Actively support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p><b>CPR</b> – Not required.</p> <p><b>AGE SPECIFIC</b> – Provides services commensurate with age of patients/clients being served. Demonstrates knowledge of growth and development of the following age categories. Age categories are noted in parentheses.</p> <p>(√) Young Adult (17-29)                      (√) Early Adult (30-50)    (√) Late Adults (51-79)    (√) Geriatric (80+)</p> <p><b>THERAPEUTIC STRATEGIES AND INTERVENTIONS</b> - To work independently and as part of a team to; implement strategies that support a safe working environment and therapeutic milieu for the Individuals DSH serves. Prevent, suspend and mitigate conditions and circumstances that may lead to use of seclusion or restraint. Applies and demonstrates knowledge of correct methods in the Therapeutic Strategic Intervention (TSI).</p> <p><b>CULTURAL AWARENESS</b> - Demonstrate awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p><b>RELATIONSHIP SECURITY</b> - Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitors, per policy, any suspected employee/patient boundary violations.</p> <p><b>PATIENT RECOVERY</b> - Respect the worth and dignity of all persons and groups, as well as honor and</p>

advocate for individual rights and interests, and opposing discrimination.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION** - Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES** - Use and storage of chemicals. Use of menu in preparing and serving meals.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)** - Use of menu in set up of therapeutic diets. Use of equipment correctly and safely.

**LICENSE OR CERTIFICATION**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to his/her classification on a current basis. Any failure to do so may result in termination from Civil Service.

NOT APPLICABLE.

**TRAINING**

Training Category = 2.

The employee is required to keep current with the completion of all required training.

**WORKING CONDITIONS**

The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. Regular and consistent attendance is critical to the successful performance of this position.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

I have read and understand the duties listed above and I can perform these duties.

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

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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

\_\_\_\_\_  
Date