

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	Position Control Approval: BL	Date: 01-12-2024
Employee Name	Division Hospital Administration		
Position No / Agency-Unit-Class-Serial 455-549-2194-XXX	Unit Nutrition Services		
Class Title Food Service Technician I (Safety)	Location Atascadero State Hospital		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R15	Work Week Group 2	Class Ranges A

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under supervision in a State Institution, as assigned, to serve or assist with the preparation of foods and beverages; to clean and maintain food service equipment, utensils, and work areas; as required, to instruct and work with Vocational Workers from the resident population. All activities are completed according to hospital and department directives, policies & procedures. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

50%	<p>Assist and participate in the preparation and distribution of food and beverages. Maintain the organization, stocking, & assembly of a serving line with food/pans of food/supplies for ease of service throughout meal service; distribute menu items to/from the kitchen; monitor and maintain adequate food supply throughout dining rooms; assist as needed to assemble/deliver/pick up on unit meals and nourishments throughout the hospital; breakdown of serving line after meal service; inventory/retrieve stock of food supplies; restock areas in an orderly manner; secure appropriate serving utensils and monitor for portion control throughout meal; model courteous behavior; offer food substitutes; ensure patients receiving modified diets are appropriately identified and diet is served accurately. Performs routine activities such as stirring kettles, slicing meat, counting/preparing/panning of food, opening cans, preparing fruits and vegetables.</p> <p>Supervises and maintains all kitchen supplies including but not limited to eating utensils, food trays, cutlery, and other supplies. Inventories all kitchen supplies and keeps them organized and securely locked in cabinets/drawers when not in use to ensure the safety of patients, staff, and DSH property from the potential usage of contraband such as cutlery and eating utensils.</p> <p>Maintains security of working areas and work materials and inspects the premises and searches patients for contraband.</p>
25%	<p>Assist with the production and distribution of food while adhering to requirements for physical exertion, infection control and food safety/Hazardous Analysis of Critical Control Points (HACCP). Must be able to lift up to 50 lbs.</p>

	Follows standard operating procedures such as, but not limited to: handwashing; glove usage; dress code; personal hygiene; standard universal precautions; report infectious/communicable diseases; understand established food safety procedures, e.g. protect food from contamination, maintain food temperatures during setup/delivery/service, take/record temperatures and report concerns for food, applicable equipment, such as refrigerated units, ware wash machine, assemble a food sample tray; and attend periodic training.
15%	Maintain order, cleanliness, and sanitation in assigned area of responsibility. Follow cleaning schedules and maintain/assist with operating/cleaning all applicable equipment, e.g., use three-tank ware wash. Understand and follow Sanitation & Equipment Manual. After/during each meal as applicable, clean, sanitize (utensils, service ware, equipment, work area, dining room furniture), sweep/mop floors, clean serving line mobile carts and refrigerated units; clear, transport, dispose of waste/trash; clean trash receptacles, and transport soiled linens.
5%	Adhere to requirements for safety, security, emergency response, a non-hostile work environment, and rights of patients. Examples: Visually inspects the work area for safety alert and follows safe working practices, reports concerns/writes work orders for malfunctioning equipment or unsafe conditions, follows body ergonomics/safety precautions; read/follow equipment operating/procedural instructions per Sanitation & Equipment Manual; use chemicals/protective equipment per Safety Data Sheets (SDS) Manual; adhere to relationship security requirements; maintain professional boundaries with patients; apply training in Therapeutic Strategies & Interventions (TSI); report patient adverse behavior/document as needed for the clinical record; control contraband; immediately report missing contraband; maintain secure work areas; implement role during “red light” emergencies; report to work as scheduled or directed during hospital or community emergencies/implement role/participate in alternate feeding plans; participate in mandatory drills and contraband searches; respond as trained in emergencies, e.g., fire, chemical spills, etc.; during lockdowns, perform duties as assigned throughout hospital inside secured area. Model and maintain a non-disruptive, non-hostile work environment: read and adhere to requirements in nondiscrimination, sexual harassment prevention, patients’ rights, abuse prevention, codes of conduct, treatment of others with professionalism, respect, and courtesy.
5%	Participate in Performance Improvement activities and other miscellaneous responsibilities. Examples: implement facility and departmental mission/objectives; recommend work improvements, assist with quality control monitoring, participate in meetings and training; implement improvement strategies and updated knowledge/skill through training; read and follow hospital administrative directives, Nutrition Services policies/procedures, and other required written materials. Act as Food Service Supervisor when assigned.

<p>Other Information</p>	<p>Supervision Received: Food Service Supervisor I/II, Supervising Cook I/II Directions provided by Food Service Technician II or Cook Specialist I/II</p> <p>Supervision Exercised: Oversee assigned patient vocational workers May act as a Food Service Technician II May be assigned as Acting Food Service Supervisor I</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>KNOWLEDGE OF: Arrangement and operation of dining rooms and food service counters; various types of dining room and service utensils and equipment and their uses; methods of cleaning and maintaining food service areas, utensils, and equipment; dining room sanitation and safety measures; methods of cleaning and preparing foods for cooking and storing food; operation and maintenance of various types of machinery used in pot washing, bake shop, and vegetable preparation; effective personnel practices and general pantry operation.</p> <p>ABILITY TO: Communicate at a level required for successful job performance; supervise, give on-the job instructions, to Vocational Workers; keep records and prepare reports; read and follow serving instructions for therapeutic diets, portion servings, follow directions, keep simple records, read and write at a level appropriate to the classification.</p> <p>REQUIRED COMPETENCIES</p> <p>ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.</p> <p>INFECTION CONTROL Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.</p> <p>SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards.</p> <p>CPR N/A</p> <p>THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of</p>
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	<p>assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).</p> <p>DIVERSITY, EQUITY, AND INCLUSION Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.</p> <p>PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.</p> <p>THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY Demonstrate professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.</p> <p>SITE SPECIFIC COMPETENCIES Food Safety: Applies/demonstrates knowledge of food safety, sanitation, & HACCP principles. Presentation Methods: Applies/demonstrates knowledge of service line set-up, portion control, timely re-stocking of serving lines, nourishment accuracy, and modified diets. Relationship Security: Demonstrates professional interactions with patients and maintain therapeutic boundaries. Takes effective action and monitors, per policy, for any suspected employee/patient boundary violations.</p> <p>TECHNICAL PROFICIENCY (SITE SPECIFIC) Equipment: Applies and demonstrates knowledge of equipment operation and cleaning when applicable.</p> <p>PHYSICAL DEMANDS Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform duties contained in this duty statement. Usual duties to include, but not limited to standing and walking for prolonged periods of time. Bending, stooping, pushing, pulling, and lifting loads up to 50 pounds. Routinely docking/undocking and pushing, pulling, manipulating food carts.</p> <p>LICENSE OR CERTIFICATION It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.</p> <p>TRAINING CATEGORY - 12 The employee is required to keep current with the completion of all required training.</p>
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	<p>WORKING CONDITIONS:</p> <p>The employee is required to work any shift and schedule in a variety of settings 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. All employees are required to have an annual health review in the birth month 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 duties.</p>
	<p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Employee Signature</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Date</div> </div>
	<p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <div style="display: flex; justify-content: space-between; margin-bottom: 20px;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Supervisor's Signature</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Date</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Reviewing Supervisor's Signature</div> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;">Date</div> </div>