

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME of CALIFORNIA

PART A

Position No: 578-115-2194-XXX

Date:

Class: Food Service Technician I

Name:

Under supervision of the Food Service Supervisor I, the Food Service Technician I serves and assists with the preparation of food and beverages; cleans and maintains food service equipment, utensils, and work areas as required. Complete other related work as assigned.

Percentage of time performing duties:

ESSENTIAL FUNCTIONS

40%

Assist in meal preparation, meal service, and distribution of food in dining rooms and by delivery meals carts. Set up assigned stations with required serving equipment and utensils. Prepare meal trays in accordance with resident diet orders and food preferences by reading and adhering to tray tickets and selected menu items. Prepare thickened liquids for meal service. Follow menus for regular, modified therapeutic diets, and altered textured diets. Assist residents at meal time. May perform unskilled cooking tasks (e.g. toasting bread, mixing batters, operating the grill). Assist in food service and related work in the kitchen, dining room and the facility; (e.g. deliver and pick up meal carts, provide and replenish snacks and condiments, clean condiment containers and caddies, keep records). Follow department guidelines and procedures for the proper handling and storage of food and supplies.

30%

Safely operate, clean, sanitize and maintain food service equipment. Wash dishes, pots and pans, utensils, equipment, etc; set up and clean dishwasher, disposal, and other work areas; properly dispose of cardboard and garbage; clean floor mats and floors in kitchen and prep room. Complete assigned side work, daily cleaning schedule, and monthly deep cleaning assignments.

15%

Properly operate and maintain ware washing equipment i.e. dish machine. Properly clean, sanitize and maintain work areas. Assist in receiving food and supplies. Proper food and supply storage. Record equipment temperature on temperature logs and notify supervisor if it is out of appropriate range. Maintain uniform food-handling practices and standards of safety and sanitation; follow departmental practices and regulations for the proper handling and storage of food and supplies.

10%

Sign in and out and report to supervisor for assignment. Train new staff assigned to various stations, equipping new staff with knowledge of regulatory compliance standards, accurate policies, procedures, and department expectations. Attend and participate in departmental and facility training, complete assignments timely. Work in various areas as needed to meet staffing requirements.

NON-ESSENTIAL FUNCTIONS

5%

Other related duties as assigned.

OTHER

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs. Working overtime is a requirement of this position.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Prepare and serve food; read menus, recipes and production sheets.					X
HEARING: Answer telephone; communicate with staff; listen to equipment and cooking process.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the kitchen and storage areas.				X	
SITTING: Work station, meetings and training.		X			
STANDING: Prepare and serve food.					X
BALANCING: Step ladder.		X			
CONCENTRATING: Prepare and serve food; operate equipment, maintain safety and sanitation standards.					X
COMPREHENSION: Understand the needs of the residents; menus; recipes; safety and sanitation training; policy and procedures.					X
WORKING INDEPENDENTLY: Must be able to work independently with some guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:					X
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons; computer keyboard, kitchen equipment, copy machine.		X			
REACHING: Prepare and serve food; store food and supplies; clean equipment and work area. Answer telephone; use a mouse; retrieve documents from printer.					X
CARRYING: Food, supplies, utensils, equipment.					X
CLIMBING: Step ladder, stairs.		X			
BENDING AT WAIST: Prepare and serve food; clean and maintain food service equipment; retrieve food and supplies.					X
KNEELING: In dry storage, refrigerators, freezers.			X		
PUSHING OR PULLING: Carts; boxes.			X		
HANDLING: Food, supplies, papers.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Kitchen equipment, telephone, computer, copy machine.					X
WORKING INDOORS: Kitchen.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: Refrigerators, supply and storage rooms, etc.		X			

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____