

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date
Employee Name		Division		
Position No / Agency-Unit-Class-Serial xxx-xxx-2194-xxx		Unit Nutrition Services		
Class Title Food Service Technician I		Location Napa		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R15	Work Week Group: 2	Pay Differential
Other				
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions: Under the supervision the Food Service Supervisor I or Supervising Cook I, 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 helpers from the resident population; may instruct, lead, or supervise inmates, wards, or resident workers; and do other related work. Incumbents ensure public property is protected and safe. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).				
% of time performing duties	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).			
70%	- Performs routine Main Kitchen activities such as stirring kettles, mixing batter, slicing meat, weighing ingredients, counting and preparing pans, panning foods, loading/unloading oven and timing products, opening cans, preparing fruits and vegetables, loading and unloading food carts. - Retherms hot food, serves food directly to the patients and performs various dining room duties such as: set up, stocks hot food and cold wells at the beginning of tray line, empties, cleans, and sanitizes food wells, labels, dates, and stores foods properly and discards expired products promptly, does advance prep work for tray line, works in various positions in the dining room as assigned, portions and serves meals to patients accurately by reading and following the menus for regular and modified diets, maintains and documents food and equipment temperatures as assigned, cleans and sanitizes working surfaces, and drawers, mops and cleans floors, maintains general cleanliness of work area. - Receives food deliveries from the Main Kitchen, promptly takes and documents temperatures of potentially hazardous foods, stocks dining rooms with necessary items, prepares patient snacks, assists in putting inventory away, sanitizes dining room furniture between unit meals, cleans and mops floors, discards trash/waste properly after every service, cleans trash receptacles, handles clean and dirty linens			

	following policy and procedure, completes other assignments as required. • At the start of the day, runs and documents the temperature of machine, repeats at noon and at the end of the day. Unloads clean trays from the food delivery carts, separates waste into appropriate receptacles, pre-rinses wares, soaks heavily soiled wares, runs soiled wares through dish-machine, organizes and racks cleanwares into appropriate racks, cleans and sanitizes food carts, parks and stores them to their proper places, discards trash/waste properly whenever needed and at the end of the day, cleans trashreceptacles, sweeps and mops the food preparation area daily and whenever needed, organizes, cleans, sanitizes all work surfaces, cleans dishmachines inside and out, de-scales dishmachine once a week usually during week-ends, completes other assignments as required. • 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. • Maintains security of working areas and work materials and inspects the premises and searches patients for contraband.
15%	• Visually inspects the work area for safety issues and follows safe working practices, reports concerns/writes work orders regarding malfunctioning equipment or unsafe conditions. • Follows body ergonomics, uses chemicals/protective equipment per Material Data Safety Sheets (MSDS) Manual; applies training in TSI; reports patient adverse behavior/document as needed for the clinical record; maintains secure work areas; implements role during "red light" emergencies, participates in mandatory drills responds as trained in emergencies, e.g., fire, chemical spills, etc.; during lockdowns, performs duties as assigned throughout hospital's secure area and outside, maintains a non-hostile work environment, reads and adheres to requirements in nondiscrimination, sexual harassment prevention, codes of conduct, treatment of others with professionalism, respect, and courtesy.
10%	• Reads HACCP (Hazard Analysis Critical Control Points) Manual, follows established HACCP (Hazard Analysis Critical Control Points) standard operating procedures such as but are not limited to the following: follows proper hand-washing techniques, glove usage; dress code; personal hygiene; smoking policy; standard universal precautions; protects food from contamination; maintains food temperatures during setup/delivery/service; takes/records temperatures and reports concerns for food, applicable equipment, e.g., refrigerated units.

5%	Participates in Performance Improvement activities and other miscellaneous responsibilities assigned. Examples: implement facility's and departmental mission/objectives; recommends work improvements, assists 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; answers phones and respond to inquiries at the dining room office; act as FST II when assigned.
Other Information	SUPERVISING RECEIVED: Food Service Supervisor I Supervising Cook I SUPERVISION EXERCISED: None KNOWLEDGE AND ABILITIES: 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. ABILITY TO: Portion servings; follow directions and keep simple records; communicate at a level appropriate to the classification. REQUIRED COMPETENCIES: SAFETY: Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards, including infection control. ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or 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. INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment. HEALTH AND SAFETY: Activity supports a safe and hazard workplace through practice of personal safety and vigilance in the identification of or security hazards.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates 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.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SPECIFIC COMPETENCIES:

- Food Safety: Applies and demonstrates knowledge of HACCP principles.
- Presentation Methods: Applies and demonstrates knowledge of portion control.

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

- Equipment: Applies and demonstrates knowledge of equipment operation and cleaning when applicable.

PHYSICAL DEMANDS:

Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement. Usual duties to include, but not limited to standing and walking for long periods of time. Bending, stooping, pushing, pulling and lifting loads up to 50 lbs. Routinely docking, undocking and pushing/pulling/manipulating an approximately 2.5' x 5.5' x 2.5', re-thermo food cart, filled with 26 completed meal trays a distance of 100 ft.

1. Empty carts - 30 pounds from dead stop, 15 pounds to maintain motion-pushing or pulling straight.
2. Full carts - 40 pounds from dead stop, 20 pounds to maintain motion-pushing or pulling straight
3. When pushing full carts or from the dispatch cooler, the push force is 50 pounds. Must be able to operate all kitchen equipment and appliances.

LICENSE OR CERTIFICATION: - NOT APPLICABLE

TRAINING:

Training Category = D

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

WORKING CONDITIONS:

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

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 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.

Employee Signature

Print Name

Date



Supervisor Signature



Print Name



Date