DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA

CLASSIFICATION: **FOOD SERVICE TECHNICIAN I**	
Approved by Approved by Hospital Administrative Resident I – Melissa Sandoval Signature: Melissa Sandoval	**Date Approved:** 1/12/2024

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Assists with the preparation, portioning, distribution, service of food to patients and maintains order, cleanliness, and sanitation. Ensures public property is protected and safe, responds to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).

35% ASSISTS IN THE PREPARATION OF FOODS AND BEVERAGES:

- Performs routine 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, other assignments as required.

PORTIONS AND DISTRIBUTES FOODS:

- Sets up, stocks cold food wells at the beginning of tray line, takes down, cleans, sanitizes food wells, labels, dates, stores foods properly and discard expired products promptly, does advance prep work for tray line, works in various stations of tray line as assigned, portions accurately by reading and following the menus for regular and modified diets, maintains temperatures at all times at tray line, loads and transports food carts from tray line to food bank and food delivery trucks, cleans and sanitizes working surfaces, drawers and closets, mops and cleans floors, maintains general cleanliness of work area, other assignments as required.

SAFETY:

- 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.

35% PERFORMS FOOD SERVICE DUTIES:

- Receives food carts, promptly take and document temperatures of

potentially hazardous foods, dock carts promptly following policy and procedure, stocks dining rooms and serving areas with necessary items, hands out food trays to individuals served, takes down areas assigned, pushes dirty carts to the staging area, prepares and delivers snacks and trays throughout the hospital, assists in taking and putting inventory away, cleans and sanitizes all work areas, work surfaces, closets, cabinets assigned, wipes and sanitizes dining 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, other assignments as required.

PERFORMS DISH-WASHING DUTIES:

- At the start of the day, runs and documents the temperature of the machine, repeats at noon and at the end of the day. Unloads soiled trays from the re-therm carts, separates wastes into appropriate receptacles, pre-rinses wares, soaks heavily soiled wares, runs soiled wares through dish-machine, organizes and racks clean wares 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 trash receptacles, sweeps and mops scullery area daily and whenever needed, organizes, cleans, sanitizes all work surfaces, dismantles machine at the end of the day to clean inside and out, de-scales machine once a week usually during week-ends, refills machine with water ready for next day's work, other assignment as required.

10% ADHERES TO REQUIREMENT FOR INFECTION CONTROL, FOOD SAFETY AND SANITATION:

- 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.

10% USES, OPERATES AND FOLLOWS ALL APPLICABLE EQUIPMENT'S METHOD OF USING AND SANITIZING:

- Examples: re-thermalization cart, dish machine, steam kettle, scales, floor scrubber, etc.

5% ADHERES TO REQUIREMENTS FOR SAFETY, SECURITY, EMERGENCY RESPONSE AND NON-HOSTILE WORK

ENVIRONMENT:

- 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, 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; controls contraband; immediately report missing contraband; maintains secure work areas; implements role during "red light" emergencies, participates in mandatory drills and shakedowns; 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.

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.

2. SUPERVISING RECEIVED:

Supervising Cook II, Supervising Cook I and Food Service Supervisor I

3. SUPERVISION EXERCISED:

None

4. 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.

ABILTITY TO: Portion servings; follow directions and keep simple records; communicate at a level appropriate to the classification.

5. REQUIRED COMPETENCIES:

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 free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

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 work place 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 incompliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES:

- Food Safety: Applies and demonstrates knowledge of HACCP principles.
- Presentation Methods: Applies and demonstrates knowledge of portion control.
- Food Distribution: Applies and demonstrates knowledge of methods for nourishment assembly/delivery.
- Relationship Security: Demonstrates professional interactions with patients and maintain therapeutic boundaries.

TECHNICIAN PROFICIENCY (SITE SPECIFIC):

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

6. 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 Services.

7. TRAINING:

Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS:

ADMINISTRATIVE DIRECTIVE AD-146:
Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. 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.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date