

JOB DESCRIPTION – Food Services Worker

The primary obligation of all WestHaven Ministry employees is to provide excellent personalized care to all of our residents in the context of a Christ centered residential community. All residents will be treated with respect and dignity. Residents' rights will be protected and upheld at all times. Communication with residents, families, and health care professionals will build and maintain the reputation of WestHaven as a competent long term care facility whose care standards meet or exceed those of the residential elder care industry and whose business ethics uphold the highest standards of an authentic Christian faith.

JOB TITLE: Food Services Worker (FSW)

REPORTS TO: Food Services Coordinator (FSC)

STATUS: Non-exempt position paid an hourly wage.

POSITION SUMMARY:

FSW's are the primary staff assigned to receive and stock foodstuffs, implement meal planning and preparation per menus, and facilitate meal and snack serve out.

THREE ESSENTIAL FUNCTIONS of the FSW:

Essential Function #1 – Advance Meal Planning and Preparation

Under the direction of the FSC, FSW's provide advance preparation of all meal and snacks foods.

- Follows preparation guidelines regarding portion controls to reduce waste.
- Prepares table garnish, sides, and desserts as needed in advance for published meals.
- Stores and labels unused foods to insure quality and minimal food waste.
- Adapts existing menus and recipes for special needs residents (e.g. low sodium, diabetic, and mechanical soft).
- Follow ServSafe™ food handling, storage, cooking, and storage standards.
- Complete in-house food handlers training program(s) as directed by the FSC.
- Follows all systems for purchasing, preparing, and storing foodstuffs.
- Insure supplies are in adequate supply, fresh, always dated, rotated, and properly stored to insure quality, safety, and minimal waste.

Essential Function #2 – Meal Preparation and Serve Out

The FSW prepares and serves out meals to residents, staff, and guests according to published menus.

- Insures foods are served on time and in accordance with published menus.
- Insures consistency in portion, quality, and presentation of every meal served.
- Employs creativity in presentation of meals and snacks.
- Communicates with FSC and/or DES as to menu to insure all menu foods are on hand in sufficient quantities and excellent quality.
- Suggests new menu entrees, side dishes, garnishes, and desserts to FSC.
- Adapts recipes as necessary when ingredients are unavailable or prove to be unsatisfactory.
- Provides meals which meet special dietary needs (low sodium, mechanical soft, etc.) for residents as required.
- Documents and/or reports resident satisfaction levels as relates to menu items, portion size, or food quality to the DES to facilitate menu changes and corrections.

Function #3 – Maintenance, Grounds Keeping, and Safety

FSW's, under the direction of the DES, maintain the grounds and facility equipment to reduce breakdowns, extend equipment life, and insure grounds are attractive and well kept at all times.

- ❑ Follow logs and implement routines to maintain food service, housekeeping, and kitchen equipment.
- ❑ Prunes, fertilizes, rakes, and weeds lawn and bedding areas as directed by the DES.
- ❑ Completes all maintenance in-house that is practical. (i.e. routine filter changes, compressor cleaning, kitchen appliance service, dryer duct cleaning, thermostat changeovers, etc.)
- ❑ Completes and follows in house safety program and insures compliance with all safety laws (i.e. OSHA, Title 22, Fire Authority, etc..)
- ❑ Understands and promotes the community's fire and accident prevention, sanitation procedures, and use of fire safety equipment.
- ❑ FSW's assist with evacuation, temporary relocation, or other support in an emergency.

ADDITIONAL RESPONSIBILITIES:

- ❑ Provides bathing, grooming, hygiene, mobility, and other support services to residents when called upon by the on duty Primary Care Attendant (PCA) or DRS.
- ❑ Assists residents with toileting and continence care to include perineum care, proper use of undergarments, and emergency laundry services as needed.
- ❑ Performs other duties as assigned.

QUALIFICATIONS:

- Must profess a personal faith in Christ as Savior and have demonstrable evidence of the power of the Spirit of God over all matters of faith and conduct.
- Regular attendee or member of a conservative, bible-believing Christian church whose statement of faith is in agreement with that of the WestHaven ministry.
- Submission of an approved Pastoral Reference, maintained and updated annually, which indicates regular attendance and good standing in a local church.
- Health screening or physical examination within six (6) months prior to employment, under or by a physician, which shows good general health; free from communicable disease; free of disabilities which would adversely affect the resident population to be served; and be physically, mentally, and occupationally capable of performing assigned tasks. (Health screening form will be provided.) Also must have a negative TB test. All must be on file within 7 days of start of work.
- Clear criminal record and fingerprint clearance prior to initial presence in facility.
- Drug free. Willing to submit to any drug screening as requested or required.
- Possession of valid Basic First Aid certificate.
- Must be 18 years of age.
- Must have current CA driver's license and a clear DMV record.
- Knowledge of and ability to conform to applicable laws, rules, and regulations under Title 22 for RCFE.
- Ability to handle confidential information.
- Ability to accept direction and work as a team player.
- Ability to conduct himself/herself in a pleasant, cooperative, and courteous manner.
- Ability to read, write, and speak English.

EXPERIENCE/EDUCATION/LICENSES/SKILLS

- High School Diploma or equivalency preferred.