



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE FOOD SERVICE WORKER	2. DIVISION SANGRE GRANDE HOSPITAL	3. DEPARTMENT PARA CLINICAL SERVICES (NUTRITION & DIETETICS)
4. ORGANIZATIONAL RELATIONSHIP The Food Service Worker will report to the Cook II.	5. NATURE & SCOPE The Food Service Worker is responsible for performing a variety of manual tasks in the serving of meals and in sanitation of kitchen utensils. He/She will also ensure timely delivery of meals and that the correct diet is issued.	
6. SPECIFIC ACCOUNTABILITIES The Food Service Worker: <ul style="list-style-type: none">□ Conveys and serve meals to patients in accordance with diet prescription from wards.□ Prepares food labels of meals for all warded patients.□ Assists in plating, covering and packing of meals in adherence to the Infection Control Standard.□ Assists the Cook I with preparation of meat and vegetables for meals.□ Prepares and serve beverages/ice to patients.□ Obtains feedback from warded patients on their meal satisfaction/recommendations/suggestions.□ Collects and returns dishes to the kitchen after meals.□ Sanitizes and dries equipment and utensils used for the preparation of meals and beverages.□ Cleans and scrubs, walls, storeroom, refrigerators, sinks, and trolleys and mop floors and sanitizes counters and other equipment in accordance to approved schedules.□ Discards and sanitizes bins located in the kitchen.□ Performs early morning transportation and distribution of beverage e.g. porridge to wards.□ Keeps inventory of utensils delivered to wards and returns same to the kitchen after every meal.□ Performs any other related work as required by the appropriate Authority.		
7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none">□ Knowledge of the care and use of food service equipment and kitchen utensils.□ Knowledge of methods used in food preparation and service.□ Knowledge of safety and sanitation principles as it relates to hygiene and food service.□ Ability to follow oral and written instructions.□ Ability to establish and maintain effective communication with all stakeholders.		
8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none">□ Certificate in Food Preparation and Services from a recognized institution or any other equivalent.□ Three (3) Ordinary CSEC/CXC Level Passes (inclusive of English A).□ A minimum of one (1) year working experience in the food industry.		
9. SUPERVISORY RESPONSIBILITIES Not applicable.		
10. COMMUNICATION AND WORKING RELATIONSHIPS <i>Internal:</i> <ul style="list-style-type: none">□ Manager-Para Clinical Services□ Kitchen Supervisor□ Members of the Nutrition and Dietetic Department□ All Heads of Department□ Nursing Personnel on Wards□ Other members of staff <i>External:</i> <ul style="list-style-type: none">□ Patients		