

JOB TITLE: Nutritional Services Worker	DEPARTMENT: Dietary	POSITION OF SUPERVISOR: Manager of Dietary Services
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK:	EFFECTIVE DATE: 02/11/2022

**Position Summary:** Under the general supervision of the Manager of Dietary Services, supports preparation of food for meals in a timely, compliant manner for the hospital patients, staff and visitors. Follows menus according to those established by the Manager of Dietary Services, helps prepare food according to established recipes, maintains cooking equipment and preparation areas clean and organized. Is able to support cash register functions, taking orders, and delivery of café and patient meals in an effective and friendly manner. Maintains sanitary conditions of all tableware, pots, pans, steam lines, ovens, and other dietary equipment; sets up patient trays attractively, conveniently and correctly, in compliance with Sanitary Code (and other set-ups for functions). Must ensure that all duties are completed on schedule.

**Qualifications:** *At all times, the employee shall possess the following qualifications set forth below.*

<b>Education/Training:</b>	High school or equivalent
<b>Special Skills, Licenses or Certifications:</b>	Basic computer knowledge
<b>Language Skills:</b>	<ul style="list-style-type: none"> <li>• Demonstrates ability to read, write, and clearly express one’s self in English 100% of the time</li> <li>• Additional languages preferred</li> <li>• Demonstrates ability to listen</li> <li>• Demonstrates ability to clearly conveys thoughts in speech and written word</li> </ul>
<b>Physical/Mental/Special Demands:</b>	<ul style="list-style-type: none"> <li>• Lifting a minimum of 50 pounds may be required</li> <li>• Adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone</li> <li>• Work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time</li> <li>• Position requires standing, bending, walking and long periods of sitting</li> <li>• Ability to initiate CPR 100% of the time</li> <li>• Must have fine motor skills 100% of the time</li> <li>• Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time</li> <li>• Good mental health</li> <li>• Demonstrate tact, versatility, and dependability</li> <li>• High degree of self-motivation and directional initiative</li> <li>• Ability to function independently</li> <li>• Ability to cope and remain calm in escalating situations</li> <li>• Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators</li> </ul>
<b>Work Environment:</b>	Work is performed in a kitchen and hospital setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients; exposure to communicable disease, verbal or physical abuse, radiation and hazardous materials; potential exposure to blood and body fluids; potential

	chemical exposure; potential equipment and device / product hazards; exposure to heat (stoves and ovens), cold (walk-in refrigerators and freezers); water (washing).
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**Standard Job Requirements: At all times, employee shall satisfy the following requirements:**

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, rules and directives.
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
5. Be courteous, respectful, honest, and solution-oriented in dealing with others.
6. Communicate accurately, clearly, and effectively both orally and in writing.
7. Possess excellent organizational skills and the ability to multi-task.
8. Work independently and perform the job with minimum supervision.
9. Checks email at least once daily when on shift.
10. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
11. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
12. Respect the importance of compliance and quality programs and support the same.
13. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
14. Participate in employee training, Disaster Preparedness and emergency events.
15. Perform other job duties, as assigned by a supervisor.
16. Reliable attendance is required.

**Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.**

1. Prioritizes accurate, safe, timely service to the inpatient population in accordance with established diet restrictions.
2. Helps prepare servings according to portion control, covering all food items – with not exceptions - and labeling all special foods with special food tape (i.e. diet, etc.).
3. Set up patient trays for meals, ensure that menus are correctly filled, that all items used are clean and sanitary.
4. Delivers room service meals to patient rooms when appropriate, while following PSMC's Inpatient Meal Service policy; maintains professional and friendly behavior when serving patients.
5. Follows standardized recipes for all cafeteria menu items.
6. Stocks and prepares short order items.
7. Consistently checks holding temperature of hot food to ensure food items meet HACCP guidelines.
8. Ensures that cold food items are held at 40 degrees or below.
9. Ensures that proper techniques are used in the storage, handling and holding of all food items.
10. Monitor daily temperatures of dish machine to ensure appropriate temperatures of wash and rinse cycles.
11. Delivers and picks up of tray carriers before and after meals.
12. Cleans stations thoroughly before leaving area for other assignments.
13. Wash, sanitize, and polish tray carriers.
14. Cleans cafeteria (includes restock items in drawers, salt and pepper shakers, coffee cups, creamers, etc.).
15. Push/pull loaded tray carriers throughout the hospital.
16. Follows standardized recipes set by Dietician and Dietary Manager.

17. Adheres to all compliance requirements including:
  - a. Learns Dietary Services policies and adheres to them for compliance and survey readiness.
  - b. Follows safety procedures.
  - c. Ensures compliance with inventory including labeling and proper storage.
18. Manages time effectively to ensure that deadlines are met and actions support organizational objectives.
19. Cooperatively adapts to changes, especially crisis situations, such as shorthanded staff, mechanical failures, disasters, etc.
20. Can perform all the standard job requirements.
21. Meets the qualifications as set forth herein.
22. Other duties, as assigned by the Manager, which are relevant to the position and department.

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)
	<b>Human Resources Director</b>	
(Human Resources– Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

Print Employee Name)	(Employee Signature)	(Date)

# Document Information

## Document Title

Nutritional Services Worker

## Document Description

N/A

## Approval Information

**Approved On:** 03/01/2022

**Approved By:** Ann Bruzzese (Chief Administrative Officer: ann.bruzzese) on 03/01/2022

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