

STATE OF ALASKA

DEPARTMENT/DIVISION: DHSS/ Anchorage Pioneer Home	PCN: 02-7530 & 027-531
JOB CLASS/TITLE: FOOD SERVICE, SUB- JOURNEY	WHEN POSITION IS NEEDED: ASAP
WAGE GRADE: 61A	PAY WAGE: \$ 13.24
CITY LOCATION: Anchorage	
CONTACT: Tracy Smith	PHONE NUMBER: 907-276-7211 Ext 3 FAX NUMBER:907-279-7171 EMAIL ADDRESS: tracy@local71.com
PRE-EMPLOYMENT BACKGROUND <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	SCHEDULE: 02-7530: Saturday-12-8 Sun-Wed-4-8 Thurs-Friday Off 02-7531: Sun: 11-7 Mon-Tues 4-8 Wed-Sat Off

JOB DESCRIPTION:

Must be able to lift up to 50 lbs, read and speak English clearly, able to learn safe food handling techniques and able to learn special diets and textures.

SPECIAL REQUIREMENTS

Must pass background check and be willing to obtain a Food Worker's Card.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE

Must be able to operate kitchen equipment such as commercial grade slicers, food choppers, blenders etc.

TYPE OF POSITION

<input type="checkbox"/>	Permanent Full-Time	<input type="checkbox"/>	Permanent Full-Time Seasonal
<input checked="" type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time
<input type="checkbox"/>	Non-Perm Part-time Sporadic	<input type="checkbox"/>	Seasonal

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

The purpose of this position is to provide quality food service to the residents of the Anchorage Pioneer Home.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title:		
E/M	% of Time	Duty Statement
E	10 %	Follow instructions to portion and serve meals and snacks to residents of the Anchorage Pioneers Home.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	20 %	Follow lists and instructions in setting up the hot and cold food items for the dining room and try service to 224 residents.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	10 %	Following lists and instructions to pour beverages for residents` tables or trays according to their want and needs.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	5 %	Mixes and blends three different consistencies (thickness) and individual types of beverages including protein drinks according to registered dietitian`s instructions.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	15 %	Works 1 of 4 positions on our tray line to properly distribute all food and beverages according to tray card instructions of residents in each of our 5 satellite dining rooms.

Functional Area Title:		
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E/M	% of Time	Duty Statement
E	6 %	Delivers and serves food trays to residents of each of the 5 dining rooms. Mixes blends, and pours coffee and water.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	2 %	Portion snacks according to lists, stock supplies mid-meal and bedtime snacks to snack areas.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	10 %	Cleans and sanitizes tables after each meal. Scrapes, stacks, and transports dirty dishes to dish room. Sorts and loads dishwasher machine. Removes the clean dishes and kitchenware from dish washing and puts clean dishes away. Follows sanitation guidelines to clean tables and work counter areas.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	1 %	Uses universal precautions when cleaning up spills and exposure to body fluids.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	10 %	Operates dishwasher machine. Cleans food service equipment, such as tilt kettles, slicers, toasters, and coffee makers.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	5 %	Stocks shelves in storeroom and refrigerator. Rotates food supplies.

Functional Area Title:		
E/M	% of Time	Duty Statement
E	5 %	Sweeps, mops, and generally cleans the floors, refrigerators, freezers, and food storage areas. Sacks trash, transports to dumpster, and compacts trash.

Functional Area Title:

E/M	% of Time	Duty Statement
E	1 %	Cleans ovens, and completes daily and weekly cleaning duties.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Microsoft Outlook Check e-mail on daily basis.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Steam tables, 300 lb. delivery cart, knives, hot plates, can openers, soup kettles, food chopper, robot coupe, slicer, kitchen wares, ice bins, bins and bus tubs, and commercial grade dish washer.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

- Food Service Regulations 18 ACC 31 from the State Department of Environmental Conservation
- Department of Health Rules and Regulations for Assisted Living
- American Dietetic Association guidelines
- OSHA Rules and Regulations
- Food Service contractor manuals on sanitation, quality assurance, and nutritional therapy

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

None.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Interaction with residents on a daily basis taking food orders. Community and staff as needed.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

If an employee did not clean the work station appropriately, cross contamination could occur and as a result, a resident or residents could become ill.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Must be able to read and understand English. Able to work as a team in a stressful environment; be able to interact with elderly residents with different levels of impairment caused by aging and or disease.

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

A municipal food handler's certificate would be helpful.

Alaska Driver's License.

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating **Description**

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting			O	
Walking				F
Standing				F
Running		P		
Jumping		P		
Bending or twisting				F
Squatting or kneeling			O	
Crawling		P		
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance	N			
Climbing stairs			O	
Driving cars, light duty trucks	N			
Driving heavy duty vehicles	N			
Using floor mounted foot controls to operate equipment (e.g., not driving a car)	N			
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers				F
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms	N			

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds			O	
Lifting/carrying more than 50 pounds		P		
Pushing/pulling up to 25 pounds		P		
Pushing/pulling 26-50 pounds		P		
Pushing/pulling more than 50 pounds	N			
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces	N			
Balancing on uneven surfaces	N			
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance		P		
Seeing objects peripherally			O	
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone			O	
Communicating through speech				F
Communicating by writing/reading				F
Distinguishing odors by smell				F
Distinguishing tastes				F

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather	N			
Work in/exposure to cold water	N			
Work/live in remote field sites	N			
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes		P		
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)	N			
Exposure to electrical current (not outlets)	N			
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)	N			
Work at heights over 25 feet (e.g., towers, poles)	N			
Work in urban or highway traffic (other than driving)	N			
Work around moving machinery or mobile equipment	N			
Work around moving mechanical parts	N			
Work on and off moving equipment	N			
Work on slippery or uneven surfaces		P		
Work/travel in boat/small aircraft/helicopters	N			

Exposure to high noise levels		P		
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)			O	
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)			O	
Exposure to needles or sharp implements (e.g., hospital, kitchens)				F
Use of hot equipment (e.g., kitchen ovens, lab equipment)				F
Exposure to wild/dangerous animals	N			
Exposure to insect bites or stings	N			
Exposure to aggressive/angry people in a public protection environment	N			

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
Exposure to aggressive/angry people in the work environment.				F

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

There are no other work demands.