

Perry Multi County Juvenile Facility

POSITION DESCRIPTION Implemented February 2014

Working Title of Position:	Food Service Assistant
Title of Immediate Supervisor:	Food Service Supervisor
Training Hours Required:	40
Normal Working Hours:	Weekdays & Weekends as scheduled

Summary Description:

Responsible for maintaining the kitchen, preparing meals, maintaining inventory and preparing all necessary paperwork for reimbursement. Must be able to provide healthy meals that provide an adequate diet including snack for all residents based on dietary guidelines.

Employment Qualifications:

Education/Experience: Must be 21 years of age, have a valid drivers license, and able to pass required background check, drug screen, child abuse registry check, and Diana Screen. Must have experience in institutional, commercial or school meal preparation.

Knowledge: Training and experience which demonstrates the ability to perform the duties of the position.

Skills: Must be organized, able to work independently, positively represent the facility and possess an attitude of teamwork and interpersonal skills.

Primary Duties and Responsibilities:

- Ensure that residents receive at least 2 adequate, healthy, hot meals per day
- Ensure that the kitchen meets applicable sanitation health codes and follows all County Health Department rules and regulations
- Provides medically prescribed diets as ordered by the Physician or nurse as needed by adapting the menu as necessary
- Ensures that there is never more than 14 hours between meals and that at least 3 meals are made available daily.
- Plans and follows a menu for staff and residents that is made available for viewing
- Maintains all records and paperwork required under the national School Food Lunch Association
- Prepares meals for all residents in the facility and staff on duty
- Maintains a healthy and sanitary kitchen and equipment
- Knowledge of basic kitchen tools and equipment
- Ability to plan healthy meals and menus with a variety of options
- Is responsible to assure that adequate food and staples for the following shifts or meals
- Ensures the safety and security of all kitchen equipment, food preparation materials and supplies
- Operates the kitchen within the approved budget
- Performs other duties as required by the Director.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.