



Position: Food Service Specialist
Division/Department: Operations
Reporting Relationships: TBD
Normal Work Schedule: TBD

Minimum Qualifications:

- High school graduation, equivalency, or College Degree in food service preferred.
- Six months full time work experience involving food preparation and/or food service in an institutional setting (e.g., hospital, nursing home, school, correctional facility, military facility).
- Successful completion of a local and national criminal records check including fingerprinting.
- Must maintain a valid driver's license.
- Must complete Unarmed Self-Defense Training.

SUMMARY OF JOB DUTIES AND FUNCTIONS

ESSENTIAL FUNCTIONS

- Set up, serve, and/or assist in serving food items on resident's tray line and cafeteria line while adhering to policies and procedures including, but not limited to, portion control, quality control, and sanitation standards.
- Prepare, assemble, and portion, desserts, fruits, juices, breads, etc. as directed.
- Correctly measure ingredients and portion food items as directed by the Food Service Coordinator and departmental guidelines.
- Deliver resident trays to assigned areas when needed and return carts with soiled trays to the kitchen.
- After proper training, operate and clean power food preparation equipment and other kitchen/cafeteria equipment as assigned. Operate and clean equipment, remain alert to potential problems which could lead to equipment malfunction. Report such problems to the Food Service Coordinator.
- Remain alert to situations which may be unsafe or potentially hazardous to residents, staff, or visitors and report such situations to the Food Service Coordinator.
- Maintain Servsafe certifications.
- Process documents to help implement NSLP procedures as directed.
- Actively participate in departmental in-service training.
- Work in a safe manner to prevent harm to self, other personnel, and equipment.
- Follow procedures for using, disposing of and cleanup of hazardous chemical spills
- Respond to emergency codes as directed and in accordance with established departmental policy and the policies and procedures of SEPTA Correctional Facility.

MARGINAL FUNCTIONS

- Assist with orientation and training of new employees as directed.
- Will assist staff as needed.
- Must be able to understand and demonstrate the need to be flexible in an agency with a small staff.
- Will need, from time to time, to be assigned to projects and duties outside of the normal.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Work is performed indoors in an institutional kitchen setting which includes exposure to humidity, extremes of heat and cold and exposure to mechanical and burn hazards requiring close attention to safety guidelines. Noise level is usually moderate to moderately loud. Work hours include early morning, day, and evening hours based on assigned shift and include weekends, holidays and occasional overtime. Work requires effective interaction with coworkers and other staff in order to carry out duties in accordance with established policies and procedures of SEPTA Correctional Facility. Work is generally fast-paced in order to complete assigned tasks within allotted timeframes.
- The work requires physical activity including near constant standing, bending, walking and balancing; occasional kneeling, climbing, stooping/crouching as well as minimal periods of sitting, kneeling, and rapid response to emergencies. An incumbent must have the ability to frequently lift and/or carry items weighing up to 25 pounds and occasionally lift/carry items weighing up to 50 pounds. Work also requires frequently pushing carts and racks requiring push forces ranging from 10 lbs. to 45 lbs.
- Workers must perform repetitive manual work involving constant hand, wrist, elbow and arm movement as well as frequent gripping and grasping. Precision finger movement and precision grip are required on an occasional basis.

BASIC SKILL AND ABILITIES

- Ability to establish and maintain effective working relationships with supervisors, co-workers and members of the general public.
- Ability to follow both oral and basic written instructions including the ability to provide/serve food products as directed by individual menus.
- Visual acuity necessary to identify cleaning products, foodstuffs and other items in the work area and to read thermometers and gauges on kitchen equipment.
- Ability to perform short cycle, repetitive duties.
- Eye, hand, and foot coordination and manual dexterity necessary for performing task in a safe and rapid fashion.
- Ability to stand for a minimum of one hour at a time, reading menus and placing correct food items on individual resident trays.

SEPTA is an Equal Opportunity Employer; applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, and national origin, disability, age or Vietnam-era status.

All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability as deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement list of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as required by their supervisor, subject to reasonable accommodation.

All positions serve at the pleasure of the SEPTA Facility Governing Board

By signing below, you acknowledge receipt of job description and accept your responsibility in complying with the responsibilities of the position.

Food Service Specialist: _____ **Date:** _____

Food Service Supervisor: _____ **Date:** _____