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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | FOOD PREPARATION WORKER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The position of food preparation worker consists of performing a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea. |
| QUALIFICATIONS & REQUIREMENTS: | * High school diploma or equivalent;
* Ability to give full attention to what other people are saying, to adjust actions *in re*lation to others' actions, and to manage one's own time.
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| COMPETENCIES: | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Integrity — Job requires being honest and ethical.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
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| TASKS: | * Butcher and clean fish, poultry, and shellfish to prepare for cooking or serving;
* Cut, slice or grind meat, poultry, and seafood to prepare for cooking;
* Distribute food to waiters and waitresses to serve to customers;
* Distribute menus to hospital patients, collect diet sheets, and deliver food trays;
* Keep records of the quantities of food used;
* Load dishes, glasses, and tableware into dishwashing machines;
* Mix ingredients for green salads, moulded fruit salads, vegetable salads, and pasta salads;
* Take reservations over the phone;
* Understand government health, hotel or food service regulations;
* Work on assembly lines adding cutlery, napkins, food, and other items to trays.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |