



JOB DESCRIPTION

Food Service Worker

(Part Time)

AIDS**Alabama**

Reports to	Food Service Manager
Training & Requirements	High school diploma or equivalent; 2-3 years' experience preferred.
Overall Mission	To provide quality meals and nutritional support to the clients in AIDS Alabama's supportive programs while maintaining a clean kitchen and protecting food cost.

Job Specific

1. Prepares and cooks food;
2. Cleans and maintains the kitchen in good order;
3. Assists the Food Service Manager in the overall operations of the food service program including food purchasing, selection and planning of menus, and maintenance of health, safety and sanitation levels;
4. Maintains standards for prompt, courteous service;
5. Ensures quality standards in presentation and service of food;
6. Assists the Food Service Manager in evaluating the efficiency of service;
7. Communicates service standards of food program;
8. Assists the Food Service Manager in reviewing customers' meal evaluations and making changes as necessary;
9. Facilitates development of sanitation procedures and cleaning methods;
10. Ensures proper storage and handling of chemicals and cleaning supplies;
11. Maintains an effective insect and rodent control system;
12. Assists in establishing safety standards and rules;
13. Assists in monitoring food service program compliance with health and safety rules established by federal (OSHA), state and local agencies;
14. Maintains a system of waste disposal;
15. Maintain safety requirements and standards for selection and use of food service equipment;
16. Evaluates the use and care of equipment in food service department;
17. Assist in maintenance and repair of food equipment including fire extinguishers and ventilation hood;
18. Posts emergency evacuation plans and exits in food area;
19. Evaluates food quality;
20. Establishes procedures to ensure appropriate temperatures of foods during preparation, transportation and service;
21. Maintains procedures for portion control;
22. Maintains procedures for standardization of recipes;
23. Other duties as assigned.

Physical/Environmental

Schedule – Work hours are part time and may occasionally include nights and/or weekends; varies based on the needs of the consumers, the consumer’s family, and the agency;

Physical Requirements – Lift up to 50lb occasionally;

Safety/Environmental – Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI’s) as well as impaired cognitive behaviors.

Overall Expectation

Represent the agency on the phone, through the mail, and in person in a way that reflects the agency’s mission. Must be willing and able to abide by all policies, procedures and guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Must be willing and able to complete all required trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Establish strong, solid communication with the Food Service Manager, Clinical Director, other employees, and external business partners. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an Equal Opportunity Employer.

Employee’s signature

Date

Human Resources signature (or assigned designee)

Date