

EASTERN OKLAHOMA MEDICAL CENTER
Position Description

POSITION: Food Service Worker (Cashier)

REVISED: September 2014

DEPARTMENT: Dietary

Number: Diet B.7

DIETARY MANAGER APPROVAL: _____

CMS Standard: A-0618

DON APPROVAL: _____

OSDH Standard: 310:257-3-1

POSITION SUMMARY:

Perform a variety of routine duties involving receipt of cash payments for food and assisting in setting up for cafeteria service, waiting on customers and following established practice and procedures. Must comply with State Health Department requirements.

PRINCIPAL ACCOUNTABILITIES:

1. Maintains established department policies, procedures, objectives, quality assurance, safety, environmental and infection control.
2. Ring up and total charges, explain charges as requested, make change.
3. Assist in care and maintenance of department work areas, equipment, and supplies, as directed.
4. Ensure coffee and tea is made and is fresh.
5. Keep cafeteria tables, chairs, and wet bar clean at all times.
6. Set up breakfast bar; prepare hashbrowns, crescents, English muffin sandwiches, and grill orders.
7. Be sure all areas are kept stocked at all times, i.e., Pepsi cooler, candy, condiments, cups, chips, lids, straws, water, dressings, milk and juices.
8. Properly flush & clean juice & cappuccino machines daily.
9. Balance cash receipts against register tapes. Prepare start-up bag for the next day. Be sure change bag is stocked, if not take bag to accounting. Prepare deposit. Be sure all money locked in the safe.
10. Remove deposit from safe each day, Monday through Friday, and give to Patient Financial Service for deposit.
11. Be able to take charge in ordering supplies for the front line. Order form to be completed and turned into Manager by Monday each week.
12. Assume responsibility for cashiering equipment during meal period.
13. Process electronic payments on cash register.
14. Report defective equipment/supplies, cashiering problems and unusual conditions to supervisor.
15. Attend inservice and other meetings as required. Complete Care Learning annually.
16. Maintain records, reports, and statistics as required.
17. Perform other duties as directed.

EASTERN OKLAHOMA MEDICAL CENTER
Position Description

POSITION QUALIFICATIONS:

Minimum Education High School Diploma, GED or on the job training.

Minimum Experience One (1) year working with the public.

Required Courses/Training One week on the job training.

Required Certification/Registration None.

Skills Ability to use decimals and fractions, operate cash register, make change, and interpret price lists.

Activity:

Sitting	Occasionally 1-33%	20 % of Working Hours
Walking	Continuously 67-100%	60% of working Hours
Standing	Continuously 67-100%	30% of working Hours
Bending	Frequently 34-66%	30% of working Hours
Squatting	Occasionally 1-33%	10% of working Hours
Climbing	Occasionally 1-33%	10% of working Hours
Kneeling	Occasionally 1-33%	10% of working Hours
Twisting	Occasionally 1-33%	10% of working Hours
Lifting 0-50 lbs	Frequently 34-66%	30% of working Hours
Lifting 50+ lbs	Frequently 34-66%	30% of working Hours
Carry 0-50 lbs	Occasionally 1-33%	10% of working Hours
Carry 50+ lbs	Occasionally 1-33%	10% of working Hours
Pushing 0-500 lbs	Frequently 34-66%	10% of working Hours

Other Requirements:

- Subject to electrical and flammable/explosive gas hazards.
- May be exposed to infectious and contagious diseases.
- May be in. contact with patients under a wide variety of circumstances.
- Able to handle emergency or crisis situations.
- May occasionally be subjected to irregular hours.
- Will be required to wear protective equipment as necessary.
- Possesses problem solving skills of the type and at a level necessary to accomplish the job.
- Demonstrates good time management and organizational skills.
- Must wear hair nets and gloves.

Visual and Hearing Requirements:

Yes--Must be able to see with corrective eye wear
 Yes--Must be able to hear clearly with assistance

Employee Signature

Date

Time

EASTERN OKLAHOMA MEDICAL CENTER
Position Description

POSITION: Food Service worker
(Sanitation) DEPARTMENT:
Dietary

REVISED: September 2014
Number: Diet B.12

DIETARY

MANAGER

Mary Stegmaier

Cd:Syne.4⁶P7) CMS Standard: A-0618

OSDH Standard: 310:257-3-1

APPROVAL: DON APPROVAL:

POSITION SUMMARY:

Dishwashing and cleaning operations in the kitchen/dishwashing areas and perform a variety of other related tasks following standard practices and procedures. Must comply with State Health Department requirements.

PRINCIPAL ACCOUNTABILITIES:

1. Dishwashing and routine kitchen cleaning operations.
2. Dishwashing/cleaning operations and perform/delegate tasks such as the following:
 - a. Tray stripping; loading, operation and unloading dishwasher (trays, dishes, flatware, kitchen utensils, etc.)
 - b. Pot and pan washing.
 - c. Cleaning of kitchen equipment, carts and other equipment used in food production and service; cleaning of dishes and other equipment used in food production and service; cleaning of dishes and other equipment used in cleaning operations.
3. Check each procedure for compliance with established standards and procedures and regulatory requirements.
4. Check for bottlenecks and overloads.
5. Monitor operation/functioning of dishwasher and other equipment and report to supervisor any adjustments that may be needed.
6. Evaluate dishwashing and cleaning operations and initiate or recommend changes for improvement of service.
7. Maintain established required records, reports and statistics as required.
8. Maintain established department policies, procedures, objectives, quality assurance, safety, environmental and infection control.
9. Attend inservice and other meetings as required. Complete Care Learning annually.
10. Set up for catering.
11. Perform other duties as directed.

POSITION QUALIFICATIONS:

Minimum Education	High School Diploma, GED or 3 months experience in sanitation.
Minimum Experience	None
Required Courses/Training	One week on the job training
Required Certification/Registration	None

EASTERN OKLAHOMA MEDICAL CENTER

Position Description

Skills

None

Activity:

Sitting	Occasionally 1-33%	20 % of Working Hours
Walking	Continuously 67-100%	60% of working Hours
Standing	Continuously 67-100%	80% of working Hours
Bending	Frequently 34-66%	30% of working Hours
Squatting	Occasionally 1-33%	10% of working Hours
Climbing	Occasionally 1-33%	10% of working Hours
Kneeling	Occasionally 1-33%	10% of working Hours
Twisting	Occasionally 1-33%	10% of working Hours
Lifting 0-50 lbs	Frequently 34-66%	30% of working Hours
Lifting 50+ lbs	Frequently 34-66%	30% of working Hours
Carry 0-50 lbs	Occasionally 1-33%	10% of working Hours
Carry 50+ lbs	Occasionally 1-33%	10% of working Hours
Pushing 0-500 lbs	Frequently 34-66%	10% of working Hours

Other Requirements:

- Subject to electrical and flammable/explosive gas hazards.
- May be exposed to infectious and contagious diseases.
- May be in contact with patients under a wide variety of circumstances.
- Able to handle emergency or crisis situations.
- May occasionally be subjected to irregular hours.
- Will be required to wear protective equipment as necessary.
- Possesses problem solving skills of the type and at a level necessary to accomplish the job.
- Demonstrates good time management and organizational skills.
- Must wear hair nets and gloves.

Employee Sign re

Date

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EASTERN OKLAHOMA MEDICAL CENTER

Position Description

POSITION: Food Service Worker

REVISED: September 2014

(Tray Aide) **DEPARTMENT:**

Number: Diet B.11

Dietary **DIETARY MANAGER**

Marybeth Patricia L..kriPTH Cr-7⁹ CMS Standard: A-0618

APPROVAL: DON APPROVAL: _____

OSDH Standard: 310:257-3-1

POSITION SUMMARY:

Perform a variety of routine tasks in kitchen tray line, and dishwashing areas according to standard practices and procedures. Comply with regulatory requirements concerning patient care. Must comply with State Health Department requirements.

PRINCIPAL ACCOUNTABILITIES:

1. Maintains established department policies, procedures, objectives, and quality assurance, safety, environmental, and infection control,
2. Use CPS! system to review and update patient list. Discontinue updated patient diets. Print patient tray cards.
3. Answer phone, get name of person you are speaking with, follow directions, make sure you get the correct name, diet, room number, and if it is a new admit, outpatient, or change in diet order.
4. Assist as needed to expedite the flow of work in kitchen to ensure patient meals are delivered within policy standards.
5. Prepare beverages, desserts and special diets each meal.
6. Responsible for having food at a safe temperature and maintaining it while on steam the table. Record food temperatures on the steam table log daily. Take two tray temperatures from the Med/Surg cart daily and record temperatures. Check and record refrigerator temperature daily.
7. Serve on tray assembly line in assigned position involving duties such as the following: start line, serve food, pour soups, add desserts, and stack trays on carts.
8. Perform some sanitation duties involving patient care.
9. Assist in care and maintenance of department facilities, equipment and supplies as directed.
10. Attend inservice and other meetings as required. Complete Care Learning annually.
11. Perform other duties as directed.

POSITION QUALIFICATIONS:

Minimum Education	High School diploma preferred, GED or on the job training.
Minimum Experience	Experience in modified diets preferred.
Required Courses/Training	Must have one week on the job training.
Required Certification/Registration	None.

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Skills

None

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Bending	Frequently 34-66%	30% of working Hours
Squatting	Occasionally 1-33%	10% of working Hours
Climbing	Occasionally 1-33%	10% of working Hours
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Lifting 50+ lbs	Frequently 34-66%	30% of working Hours
Carry 0-50 lbs	Occasionally 1-33%	10% of working Hours
Carry 50+ lbs	Occasionally 1-33%	10% of working Hours
Pushing 0-500 lbs	Frequently 34-66%	10% of working Hours

Other Requirements:

- Subject to electrical and flammable/ explosive gas hazards.
- May be exposed to infectious and contagious diseases.
- May be in contact with patients under a wide variety of circumstances.
- Able to handle emergency or crisis situations.
- May occasionally be subjected to irregular hours.
- Will be required to wear protective equipment as necessary.
- Possesses problem solving skills of the type and at a level necessary to accomplish the job.
- Demonstrates good time management and organizational skills.
- Must wear hair nets and gloves.

Employee Signa

Date

Time

EASTERN OKLAHOMA MEDICAL CENTER

Position Description

REVISED: September 2014

POSITION: Food Service Worker
(Front Line) **DEPARTMENT:**
Dietary

Number: Diet B.10

Mary Johnson 0-0-ma-a-1⁰ CMS Standard: A-0618

DIETARY MANAGER APPROVAL: _____

OSDH Standard: 310:257-3-1

DON APPROVAL: _____

POSITION SUMMARY:

Perform a variety of routine duties in the cafeteria to prepare equipment and foods for service, serve foods, and clean up after meals, following established practices and procedures. Must comply with State Health Department requirements.

PRINCIPAL ACCOUNTABILITIES:

1. Maintain established department policies, procedures, objectives, quality assurance, safety, environmental and infection control.
2. Prepare and set up steam table and serving line.
3. Obtain and place dishes, silverware, hot and cold foods, baked goods, beverages, desserts and condiments.
4. Perform short order cooking and serve customers on food line at the same time, if need be.
5. Set up menu board and reflect current menu.
6. Wipe off counters and tables, arrange, rearrange and replenish items as needed.
7. Participate in post meal cleanup tasks as assigned or directed.
8. Assist as needed to expedite flow of work in cafeteria or kitchen.
9. Assist in care and maintenance of department work area, equipment and supplies.
10. Report defective equipment, unattractive/questionable food, defective supplies, etc. to supervisor.
11. Attend inservice and other meetings as required. Complete Care Learning annually.
12. Perform other duties as directed.

POSITION QUALIFICATIONS:

Minimum Education	High School Diploma, GED, or on the job training.
Minimum Experience	Must have ability to be trained as grill cook.
Required Courses/Training	Must have one week on the job training.
Required Certification/Registration	None

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Skills

None

Activity:

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Other Requirements:

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- May be exposed to infectious and contagious diseases.
- May be in contact with patients under a wide variety of circumstances.
- Able to handle emergency or crisis situations:
- May occasionally be subjected to irregular hours.
- Will be required to wear protective equipment as necessary.
- Possesses problem solving skills of the type and at a level necessary to accomplish the job.
- Demonstrates good time management and organizational skills.
- Must wear hair nets and gloves.

EmpYoyee Signature('

Date

Time