



POSITION DESCRIPTION
FOOD SERVICE - PRODUCTION
Broadmead Care Society

POSITION TITLE:	FOOD SERVICE - PRODUCTION	POSITION NUMBER(S):	Various
DIVISION: (e.g., Division, Region, Department)	Food Services Department		
UNIT: (e.g., Branch, Area, District)		LOCATION:	Victoria
APPROVED CLASSIFICATION	Food Production Services	CLASS CODE	R 07
SUPERVISOR'S TITLE:	Supervisor, Food Services	POSITION NUMBER	Various
SUPERVISOR'S CLASSIFICATION:	Food Production Services R14	PHONE NUMBER:	

PURPOSE OF POSITION

Under supervision, to carry out a variety of general tasks related to food production and/or food service in accordance with established routines, within an assigned area of the department's operations.

SPECIFIC ACCOUNTABILITIES / DELIVERABLES

1. **Carries out tasks related to food service by:**
 - preparing and/or portioning food items such as salads, sandwiches, beverages, desserts, vegetables, toast, and specific foods for special diets, ensuring safe food handling techniques are utilized;
 - operating a variety of kitchen equipment including beverage equipment, microwave oven, toaster, blender, food processor, steam table and cash register;
 - modify and thicken products for special diets following instructions;
 - loading food carts with food items and transporting carts to designated areas;
 - transferring food items into appropriate hot/cold holding equipment;
 - taking and recording food temperatures to ensure that safe temperatures are maintained, and reporting any problems;
 - putting away stores and distributing supplies, as required;
 - replenishing lodge supplies to maintain inventory quotas, and maintaining related records;
 - emptying, cleaning, and refilling dispensing machines;
 - setting tables with appropriate tableware and condiments;
 - portioning foods in accordance with portion control systems, using appropriate equipment such as weight scales, sized serving spoons, ladles and scoops;
 - portioning special diet items in accordance with information lists or table identification;
 - assembling meals onto plates/trays;
 - calculating charges, collecting cash, and making change utilizing a cash register for staff and visitors purchasing food and beverages in the Staff Dining Room.

2. **Carries out general cleaning and sanitation tasks by:**
 - sweeping and damp-mopping floors in the assigned area;
 - cleaning counters, cupboards, sinks, work tables, and equipment;
 - disposing of refuse and cleaning refuse containers;
 - washing pots and pans;
 - scraping and racking soiled dishes and operating the dishwashing machine;
 - assembling clean dishes and small wares, and distributing to the appropriate storage areas.

3. **Carries out other related duties.**
 - when required, distributes and posts revised dining room information lists for accurate delivery of service; this includes seating plan, dining room servery lists, juice lists, etc.
 - completion of audits pertaining to service.

DIRECT SUPERVISION (i.e., responsibility for signing the employee appraisal form)

Role	# of Regular FTE's	# of Auxiliary FTE's
Directly supervises staff	0	0
Supervises staff through subordinate supervisors		

PROJECT /TEAM LEADERSHIP OR TRAINING (Check the appropriate boxes)

Role	# of FTE's	Role	# of FTE's
Supervises students or volunteers <input type="checkbox"/>		Provides formal training to other staff <input type="checkbox"/>	
Lead project teams <input type="checkbox"/>		Assigns, monitors and examines the work of staff <input type="checkbox"/>	

PREPARED BY

NAME:	DATE:	
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EXCLUDED MANAGER AUTHORIZATION

I confirm that:

1. the accountabilities / deliverables were assigned to this position effective:
2. the information in this position description reflects the actual work performed.
3. a copy has / will be provided to the incumbent(s).

NAME:	SIGNATURE:	DATE:
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ORGANIZATION CHART

SELECTION CRITERIA

Grade 10 or equivalent; preferably completion of Grade 12; preferably some knowledge of the routines involved in a food production or food service operation, and some related work experience; preferably completion of the provincial Food Safe program; ability to follow instructions; ability to interact effectively with co-workers, the public, and the elderly residents; ability to meet the physical requirements of the job including lifting, bending, reaching, and prolonged standing and walking.