

# STATE OF ALASKA

|                                                                                                                                                  |                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| DEPARTMENT/DIVISION: DHSS/APH                                                                                                                    | PCN: 06-N08006                                                                                  |
| JOB CLASS/TITLE: <b>Food Service Sub Journey</b>                                                                                                 | WHEN POSITION IS NEEDED: <b>Immediate</b>                                                       |
| WAGE GRADE: 61                                                                                                                                   | PAY WAGE: \$15.02+ \$2.10 on-call pay                                                           |
| CITY LOCATION: Fairbanks                                                                                                                         |                                                                                                 |
| CONTACT: Bonnie Sullivan                                                                                                                         | PHONE NUMBER: (907) 456-4584<br>FAX NUMBER: (907) 456-1771<br>EMAIL ADDRESS: bonnie@local71.com |
| PRE-EMPLOYMENT BACKGROUND<br><input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO<br>TYPE: Criminal Name Check and Fingerprints | COMMENTS:                                                                                       |

**JOB DESCRIPTION:**

Incumbent will be required to do the following:

- Read menus - check production sheets and recipe books.
- Set up and prepare meal trays for food carts in satellite dining rooms.
- Deliver and retrieve food carts from satellite dining rooms.
- Fill daily stock order from satellite kitchens - resident supplements, juices, bread, cutter, condiments, coffee, tea, crackers, cereal, etc.
- Portion hot and cold cereals, fruit, salads, desserts and special requests by residents and/or dietitian according to prescribed diet.
- Prepare salads, juices, snacks, salad dressings.
- Pour and serve beverages to residents.
- Set up dining room for resident's guests and maintain log.
- Set up speciality bars for salads and sandwiches.
- Assist residents as needed to their seats in main dining room.
- Serve all meals in main dining room.
- Assist cooks in serving meals from hot line.
- Serve soup.
- Stock freight.
- Clear tables of dirty dishes, silverware, glassware, etc. from all dining rooms. Send to dishroom. Load and run dishmachine. Put all dishes away. Wash, rinse, and sanitize pots and pans. Put away when dry.
- Clean tables and collect soiled linens for laundry.
- De-stain cups.
- Set tables with china, silverware, glassware, napkins, linens, etc.
- Cut butter and margarine.
- Scrub potatoes and other vegetables as needed by cooks.
- Clean and fill condiment containers, i.e. mustard, honey, salad dressings, sugar, syrup, salt and pepper.
- Restock staff lounge with coffee and condiments.
- Empty trash cans and reline.

Inform cook how many staff signed up for each meal, set up trays, collect money and make sure this is logged on cash sales sheet.

Take messages from residents regarding any questions or concerns, attendance or absence at meals, special requests, and maintain log.

Perform daily, weekly, and monthly cleaning.

SPECIAL REQUIREMENTS:

The incumbent will need to submit a criminal background check and fingerprints.

The incumbent will need to obtain a food handler's card.

THIS POSITION REQUIRES THE INCUMBENT TO OPERATE:

Knives, slicer, buffalo chopper, carts, dishwasher, pot washing sinks, can opener, potato peeler, blender, mixer, garbage disposal, coffee machine, soup wells, freezer, cooler, mile machine, ice machine, juice machine, knife sharpener, and chopping boards.

TYPE OF POSITION

|                                     |                             |                          |                              |
|-------------------------------------|-----------------------------|--------------------------|------------------------------|
| <input type="checkbox"/>            | Permanent Full-Time         | <input type="checkbox"/> | Permanent Full-Time Seasonal |
| <input type="checkbox"/>            | Permanent Part-Time         | <input type="checkbox"/> | Permanent Part-Time Seasonal |
| <input type="checkbox"/>            | Non-Perm Full-Time          | <input type="checkbox"/> | Non-Perm Part-Time           |
| <input checked="" type="checkbox"/> | Non-Perm Part-time Sporadic | <input type="checkbox"/> | Seasonal                     |