



**Job title: Food Service Worker I, II, III**

**Work Location: 2303 Miramar Street, Los Angeles, CA 90057**

**Division/Department: Kitchen Operations**

**Reports to: Cold Production &/or Hot Production Supervisors**

**Salary \$17.28 HR**

Full-time

Part-time

Exempt

Nonexempt

**Hours 7am-1pm**

Temporary

Regular

**Purpose:** The mission of St. Vincent Meals on Wheels (SVMOW) is to prepare and deliver nutritious meals to homebound seniors and other vulnerable residents across Los Angeles regardless of age, illness, disability, race, religion, or ability to pay. The program operates Monday-Friday and Holidays. SVMOW adheres to the following Vincentian core values: Respect, Compassionate Service, Simplicity, Advocacy for the Poor, and Inventiveness to Infinity. The Food Service Worker position provides support to Kitchen Operations by providing kitchen production services such as packing cold items, assisting on the cold and hot production lines, counting and packing frozen meal packs, snacks and breakfast meals, and cleaning and sanitizing kitchen surfaces and meal delivery containers. This position also assists with cooking prep duties that may include washing produce, cutting, chopping, and peeling.

### Essential Duties and Responsibilities:

#### Food Service Worker I:

- Washes, peels, chops, cuts and packs foodstuffs under the direction of the Kitchen Production Supervisors
- Prepares and packages cold and hot packs for delivery
- Prepares weekend snacks.
- Prepares and/or packages breakfast meal packs
- Prepares bags with labels for frozen meals
- Packs Sunday meals
- Assists with the cleaning of the food preparation equipment and other kitchen tools or areas.
- Cleans and sanitizes meal delivery carriers (bags, coolers, Cambro's, etc.)
- Follow all health and safety/ FDA guidelines
- Adheres to existing work practices, methods, procedures and new or alternative systems.
- Performs other reasonable duties within the overall function of the position.

#### Food Service Worker II:

Able to perform all the duties of FSW I plus:

- Ability to work on both the cold and hot production sides of the kitchen

#### Food Service Worker III:

Able to perform all the duties of FSW II plus:

- Ability to be the lead on both hot and cold production lines, &
- Ability to anticipate and produce (including the ability to lift the boxes/trays necessary) the supplies from the freezer, refrigerator and/or cooks' line as needed to keep production lines running smoothly and continuously.

### Education and/or Work Experience Requirements:

- Sufficient verbal communication skills to communicate effectively in both internal and external environments (bilingual Spanish is a plus)
- Strong interpersonal skills
- The ability to work with diverse staff and volunteers in a team environment
- Demonstrates a positive attitude
- Strong attention to detail
- Able to read and follow directions and instructions
- Background Fingerprint Clearance
- Drug Test Clearance

**Physical Requirements:**

The performance of duties involves working in a kitchen environment and standing for extended periods of time and the physical abilities to stand for extended periods of time while working and to perform repetitive motions and lift/move objects of 35 pounds or more.

- Ability to safely and successfully perform the essential job functions to include: production line work at sufficient speeds to ensure the production team meets route dispatch times, ability to safely chop, peel, cut etc., ability to carefully follow sanitation procedures in order to meet quantitative/qualitative standards.
- Ability to maintain regular, punctual attendance
- Ability to deal with the public in a professional manner
- Ability to work with a diverse client population, staff and volunteers in a professional and respectful manner

**Print Employee Name:**

**Employee signature:**

**Date:**