



## ***Richfield Residential Hall***

*765 West 1<sup>st</sup> Avenue  
Richfield, UT 84701  
www.richfielddorm.org*

### **POSITION DESCRIPTION**

#### **COOK**

#### EMPLOYMENT STATUS

The Foodservice Worker is a *Seasonal Part-Time* (9 month) position. The Foodservice Worker is employed during the school year and is furloughed during the summer months. This generally entails initiating employment one week prior to the commencement of the academic school year and concluding employment one week following graduation.

#### POSITION CLASSIFICATION

The Foodservice Worker is classified as a *Level I* position. Per Richfield Residential Hall Governing Board policy, pay rate to be set on current BIE Pay Scale for Education (Rest of US Locality Rate) at this level with step commensurate with education, experience and qualifications as determined in adjudication process.

#### GENERAL STATEMENT OF RESPONSIBILITIES

The Foodservice Worker works under the general supervision of the Foodservice Supervisor to provide for the nutritional needs of the students residing at Richfield Residential Hall. The Foodservice Worker performs duties related to the efficient and safe operation of a kitchen and dining room facility. These duties may include the ordering, proper storage, preparation and serving of a wide variety of food items, cleaning of the kitchen and dining room facility and regular courteous interaction with the students and staff of Richfield Residential Hall.

#### DUTIES AND RESPONSIBILITIES

- Responsible for efficient and safe operation of the RRH foodservice program while on shift; including proper sanitization and storage procedures, ordering, storing, menu preparation, preparing and serving a wide variety of food items, and efficient operation of the kitchen and dining room facilities.
- Ensures that every RRH student receives a minimum of three (3) healthy and nutritious meals each day and that said meals consist of appropriate portions and nutritional values.
- May aid Foodservice Supervisor in the development of the RRH menu, ensuring that nutritional values and proper portions are met with each serving. Encourages the use of fresh, healthy foods as opposed to frozen and processed foods in the development of the menu.
- Ensure that all assigned areas meet proper cleanliness, sanitization and temperature requirements.
- Supervises students in the student worker (KP) program; ensuring that each student worker conducts his or her assigned job in a safe and efficient manner.
- Ensure that all student (KP) workers receive proper training and guidelines to perform their assigned duties in a safe and efficient manner.
- Serves as a positive mentor and role model for students at all times. Model *Respectful, Responsible* and *Honorable* behavior at all times and in all things.
- Demonstrates professional understanding of confidentiality regarding student and staff matters. Will protect the right to privacy as outlined in HIPPA and FERPA.
- May aid the Foodservice Supervisor in the ordering, inventory and management of all supplies required for the efficient operation of the foodservice department, to include food items, cleaning supplies, paper products, appliances, etc.; utilizing green procurement practices whenever possible.

- Utilize work orders for maintenance issues.
- Provide timely submission of pictures and activity write-ups of all conducted activities to the Activities Director in a timely manner for publication to the program website.
- Conducts walkthrough inspections at the beginning and end of each shift to verify the cleanliness and maintenance needs of the kitchen, dining room, loading dock storage room, etc.
- Resolves conflicts, disputes and disagreements with co-workers in a fair, professional and prompt manner.
- Supports the vision, mission and program goals of the Richfield Residential Hall administration and governing board.
- Serves as a team player and is willing to help other departments to be successful
- Attends monthly Staff In-Service as well as other meetings, trainings, conferences or other professional development opportunities as assigned by the Foodservice Supervisor.
- Follows the Chain of Command and Succession of Command as outlined in the current Organizational Chart.
- Performs other duties as assigned.

#### SUPERVISION RECEIVED

Foodservice Supervisor.

#### SUPERVISION GIVEN

None.

#### WORK HOURS

The Foodservice Worker is responsible for the preparation, serving and clean-up of multiple daily meals. Due to the consistent meal schedule, this position consists of a variety of shifts that will include early mornings, nights and weekends.

#### BASIC QUALIFICATIONS AND REQUIREMENTS

- Must have a high school or GED diploma and one year related experience in food service.
- Must possess and maintain a current Utah Food Handler's Permit.
- Must have impeccable interpersonal communication skills and be able to give and receive constructive feedback in a professional manner and possess the ability to use such feedback to improve the program as a whole.
- Must be able to multi-task under complex and stressful conditions.
- Must be able to think quickly under pressure and act in the best interest of students, staff and the program at all times.
- Must be able to lift at least 25 - 50 lbs.
- Must maintain current certification in First Aid and CPR, and be willing to remain current on a wide range of topics associated with the academic and social growth of adolescents.
- Valid Utah driver's license.
- Must pass state, federal and Navajo Nation criminal background checks.
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.