



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position: *Food Service Worker*

Reports to	Food Service Manager
Minimum Qualifications	<ul style="list-style-type: none"> • H.S. Diploma or equivalent; two years related experience; • Able to read documents and respond to all methods of communication. • Must successfully complete pre-employment process.
Preferred Qualifications	<ul style="list-style-type: none"> • Culinary or nutritional education; • Knowledge of nutritional needs of individuals with various health conditions; • Experience working in a residential setting.
Overall Mission	To prepare quality meals that support the nutritional needs of clients in AIDS Alabama’s supportive programs while maintaining a clean kitchen and protecting food cost.

Areas of Responsibility

1. Prepares and cooks quality meals for consumers, under the direction of the chef, that meet nutritional and quality standards for agency consumers in a residential setting;
2. Cleans as directed and maintains the organization of the kitchen, including proper food storage;
3. Assists the Food Service Manager in the overall operations of the food service program including food purchasing, selection and planning of menus, and maintenance of health, safety and sanitation levels;
4. Maintains standards for prompt, courteous service;
5. Ensures quality standards in presentation and service of food;
6. Assists the Food Service Manager reviewing consumers’ meal evaluations and making changes as necessary;
7. Ensures proper storage and handling of chemicals and cleaning supplies;
8. Maintains an effective insect and rodent control system;
9. Assists in establishing safety standards and rules;
10. Assists in monitoring food service program compliance with health and safety rules established by federal (OSHA), as well as state and local agencies;
11. Maintains a system of waste disposal;
12. Maintain safety requirements and standards for selection and use of food service equipment;
13. Assist in maintenance and repair of food and safety equipment including fire extinguishers and ventilation hood;
14. Closely follows procedures to ensure appropriate temperatures of foods during preparation, transportation and service;
15. Maintains procedures for portion control;
16. Maintains procedures for standardization of recipes and ensures execution of menus;
17. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and occasionally include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, and able to hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency’s mission. Staff are expected to adhere to all AIDS Alabama/AIDS Alabama South Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama/AIDS Alabama South expects staff to create a safe space where all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama/AIDS Alabama South is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature

Date