



Wallowa County Health Care District

JOB TITLE: A.M. Cafeteria Aide/Salad, Yogurt Bar Prep

FLSA STATUS: Hourly - Union

DEPARTMENT: Food Services

DATE: September, 2024

REPORTS TO: Food Services Supervisor

APPROVED BY: Administrative Director of Food Services

JOB SUMMARY:

This position is in constant contact with the public and must exhibit behavior that exemplifies our District mission statement to “Provide Premier Health Care”. As a district employee, you are the patient experience. This position serves as a cashier during the breakfast and lunch hours of operation when needed. Prepares all items for the salad and yogurt bar from approved menu. This position is responsible for preparation and service of breakfast, lunch items during the break time of the A.M. Cafeteria Kitchen Aide. Performs cleaning duties as assigned.

MISSION, VISION and VALUES adherence:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES and RESPONSIBILITIES: include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares, breaks down, and cleans yogurt bar before, during, and after service, assuring yogurt bar is prepared for the following day.
- Prepares, breaks down, and cleans salad bar before, during, and after service, assuring salad bar is prepared for the following day.
- Prepares a variety of sandwiches along with fresh fruit cups for the café refrigerated case.
- Washes dishes used and prep areas they are responsible for.
- Serves hot food to employees and visitors, according to portion control guidelines.
- Replenishes salad bar items, etc. during meal; sees that there is a supply of silverware dishes, trays and napkins for customer use.
- Keeps refrigerated case well stocked and properly rotates stock based on dates.
- Cleaning duties as assigned. Refer to cleaning schedule.
- Scrapes food from dirty pans and washes in preparation for dishwasher.
- Assist Dietary staff, as needed, with the following:
 1. Opens Point of Sale system at start of business day; operates cash register and makes change
 2. Cleans hot and cold counters, equipment, dining tables and chairs, carts used for clean and soiled dishes, dusts window sills and door. Maintains patio area in clean orderly condition making sure at the end of the day all umbrellas are closed and secure. Washes tables and chairs daily, replenishing napkins and condiments as needed
 3. Assist in washing dishes when needed
 4. Relieves Cafeteria Aide for breaks



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- Follows Hazard Analysis Critical Control Points guidelines by insuring that food is held or stored at proper temperatures, recording temp on approved form.
- Responsible for following health department food safety guidelines in kitchen/dish room/storage area by wearing proper protective clothing (gloves, hairnet, apron, shoes).
- Washes/slices vegetables and other foods for salad bar crocks when salad bar is in use.
- Prepares salads and fruit cups, when needed for sale in café cooler.
- Turns salad bar and soup warmers off when they have been in use.
- Completes assigned cleaning of work area and storage areas.
- Must have the willingness to put the customer first in everything you do. Is in constant contact with the public

QUALIFICATIONS and EXPERIENCE:

- High School Diploma or equivalent education preferred.
- Current Food Handlers Certificate or ability to obtain within 30 days.
- One year experience in food service setting preferred.
- Computer skills required (operating point of sale system, checking email, basic computer skills)
- Ability to read and understand menus.
- Ability to read and calculate recipes to assure that appropriate amounts are prepared for cafeteria customers.
- Ability to effectively communicate with customers when taking orders and working the cash register.
- Ability to interact with patients, employees and other customers in the hospital and provide exceptional customer service.
- Ability to communicate effectively with Food Service Supervisor and other Food Service employees.

CORE COMPETENCIES:

- Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
- Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
- Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
- Quality - Pays close attention to detail. Strives to achieve excellence in all things.
- Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
- Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.



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- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Service Orientation — Actively looking for ways to help people.
- Speaking — Talking to others to convey information effectively.
- Near Vision — The ability to see details at close range (within a few feet of the observer).

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually continuously loud.

WCHCD CODE OF CONDUCT and CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

I have read and understand the above job description.

Employee Signature

Date: