

CARROLL GOLDEN AGE RETREAT
2202 Kensington Rd. NE
PO Box 365
Carrollton, OH 44615

FOOD SERVICE WORKER
Job Description

I. Qualifications

1. Prefer High School diploma or G.E.D. Previous Dietary experience desirable.
2. Must be able to read, write and calculate recipes.
3. Excellent health is a requirement. Ability to lift, stoop, and stand for long periods of time. Demonstrates willingness to learn and stay current in field. Must be flexible - able to change and/or modify work and meal plans as directed.
4. Hygiene - Must be clean and neat.
5. Required - good eye-hand coordination and dexterity to safely operate equipment, such as slicer, food processor, ovens, deep fryer, etc.
6. Ability to maintain a positive, cheerful and helpful attitude.

II. Requirements of Position

1. Ensures that sanitary conditions are maintained in food storage, preparation and delivery.
2. Maintains economy in food preparation to minimize food waste.
3. Must be willing to follow directions of health care professionals regarding special diets and methods of serving food.
4. Ability to keep a Time Schedule. (meals served on time)
5. Responsible to report changes in Residents eating habits such as lack of appetite; refusing meals and behaviors in dining room.
6. Reports any deficiencies or maintenance problems found in equipment or Dietary Department.
7. Must be responsible to consistently maintain a clean and safe work environment.
8. Demonstrates creativity and willingness to prepare and serve foods in a nutritious and appealing manner.
9. Willing to offer suggestions on menu planning.
10. Must be willing to work with and supervise Residents desiring to work in the kitchen.
11. Must perform duties with a cheerful attitude towards Residents and Staff.
12. Must work cooperatively with other departments.
13. Also performs other related duties at the direction of the Dietary Supervisor and/or Superintendent.

FOOD SERVICE WORKER
Job Description (Cont.)

14. Must uphold and maintain the objectives and philosophy of the Facility, with primary consideration to the best interests of the Residents we serve.

III. Working Environment

Clean, well-lighted and ventilated kitchen. Atmosphere is warm and humid from cooking foods. Is exposed to sudden temperature changes when entering freezers and coolers. Subject to burns from hot foods and utensils or ovens, and cuts from knives. Possibility of injury from falls on slippery floors. Possibility of steam burns from steam equipment. Possibility of injury from operating power kitchen equipment.

IV. Responsibility

1. To Superintendent, (or designee)
2. Direct line of responsibility to Dietary Supervisor
3. Responsible to efficiently perform the above duties plus other related duties or assignments approved or directed by the Superintendent.

I will comply with the policies and standards of the facility and the Health laws of the County and State of Ohio. I also agree to attend meetings and in-services as part of my job responsibility and will notify my Supervisor if unable to attend.

My signature below verifies that I have read and understand the job description and I am willing to comply with the requirements of this position. It also verifies that I have received a copy of this Job Description.

Signature

Date

JOB DUTIES OF SECOND COOK

Have hair net on by 10:25 AM to begin duties.

1. Prepare blender food.
2. Assist day cook with trays.
3. Prepare dining room for residents.
 - A. Ice water
 - B. Dessert
 - C. Main Course
4. Ring bell when dining room is ready.
5. Assist residents to tables.
6. Begin washing dishes
 - A. Keep tables cleaned as residents leave dining room.
7. Lunch
8. Assist day cook with next day preparation if needed.
9. Go to the basement and get supper supplies.
10. Take 8:00 PM snacks and midnights food to basement kitchen.
11. Make sure Nurses Pantry has enough bread and supplies and snacks for residents.
12. Prepare evening meal.
13. Serve evening meal.
14. Empty dish washer and refill.
15. Wash supper dishes.
16. Wipe and set tables and refill all condiments and napkins.
17. Sweep food off dining room floors if needed.
18. Put any leftovers in frig with proper dates and labels
19. Clean, dry, polish all sinks.

20. Make sure all equipment is properly wiped down.
21. Shut power off to dish washer. Drain. Spray baskets out.
22. Sweep and mop kitchen and back storage room.
23. Take dirty linens and dirty mop heads to basement, along with the cart. Stock with breakfast items needed for next morning.
24. Check cooler temps, make sure at 42 degrees. Lock coolers and shut off lights.
25. Walk thru kitchen, make sure all equipment is off, stove, microwave, blenders, dishwasher, ovens, etc.
26. Lock kitchen office, and lock kitchen doors. Shut all lights out.
27. Take trash out.
28. Clock out.

CARROLL COUNTY

APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the supervisor of the department at which you are applying. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

POSITION			
Position Applied For		Date of Application	
How did you hear about the position?		Date available for work	
What is your desired salary range or rate of pay?			
Type of employment desired	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Seasonal <input type="checkbox"/>

APPLICANT INFORMATION							
Last Name		First		M.I.			
Street Address				Apartment/Unit #			
City		State		ZIP			
Phone		E-mail					
Best time to contact you?							
Have you ever submitted an application to Carroll County?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Have you ever been employed by Carroll County?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?			
Are you legally eligible for employment in the United States?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
If you are under 18, can you furnish a work permit?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have a valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	State/Number:			
Are you able to meet all of the attendance requirements of this position?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you able to work overtime if necessary?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Will you travel if the position requires it?				YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Do you have any friends or relatives currently employed by Carroll County?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?			

EDUCATION							
High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Company					Phone			
Address					Supervisor			
Job Title				Ending Salary	\$	May we contact?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Responsibilities								
From		To		Reason for Leaving				
Company					Phone			
Address					Supervisor			
Job Title				Ending Salary	\$	May we contact?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Responsibilities								
From		To		Reason for Leaving				
Company					Phone			
Address					Supervisor			
Job Title				Ending Salary	\$	May we contact?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Responsibilities								
From		To		Reason for Leaving				
Please explain any gaps in employment								
Have you ever been fired or asked to resign from a job?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain on separate sheet	

PROFESSIONAL OR TRADE ORGANIZATIONS

Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve National Guard or any other similarly protected status.

Organization		Office(s) Held	
Organization		Office(s) Held	

REFERENCES

Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	
Name		Relationship	
Phone		Email	

DISCLAIMER AND SIGNATURE

I certify that all information I have provided in order to apply for and obtain employment with Carroll County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Carroll County and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from County service, whenever it is discovered. I give Carroll County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Carroll County in providing relevant, job-related information that will assist in this process. I expressly authorize, without reservation, Carroll County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Carroll County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Carroll County is of an “*at will*” nature, which means that I am free to resign at any time and Carroll County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Carroll County at any time. I understand that no representative of Carroll County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature		Date	
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