

# Dilkon Medical Center

## Job Vacancy Announcement #DDH-24-06

Closing Date: Open until filled

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**POSITION TITLE: Food Service Steward**

**DEPARTMENT: Food Services**

**Position Summary:**

Under general supervision of the Food Service Manager, the Food Service Steward is responsible for providing quality food service to patients, visitors and staff by providing essential cleaning, sanitation, supply/inventory and safety information. Upholds the principles of WIHCC's Vision, Mission and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

**Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Adheres to patient food productions and meal serve schedules.
- Ensures all WIHCC and Hospital Accreditation agency and other regulatory requirements governing the food service department are met; USDA, OEH, FDA, UNSDS.
- Cleans and sanitizes cafeteria, floor, tables, chairs, sneeze guards, counter tops and high touch areas; refrigerator doors, counter tops, coffee urns, door-handles, condiment station, beverage dispensers, nursing unit patient nourishment storage location daily.
- Removes trash from the kitchen, serving line, cafeteria and dishwashing area to the outside dumpster and can liners replaced.
- Schedules cleaning and sanitation; high dusting, windows, walk-in refrigerator/freezer, exhaust hood filters, food service equipment, change food service equipment liners, vending machine, power washer sink/three compartment sinks, preparation tables, panty room, dish room, kitchen, vent covers, equipment filters, waste containers, dumpster pad etc.
- Maintains and monitoring kitchen and cafeteria cleaning and sanitation record daily.
- Uses food service cleaning and sanitation chemicals and Safety Data Sheets for safety.
- Maintains and observes the dishwashing sanitizer PH levels. Records PH testing strips on monthly reports.
- Operates dishwashing machine and maintains time & temperature and sanitizer, records for monthly reports.
- Assists with preparing ready to eat salads, snacks, desserts, and beverages for inpatients and cafeteria meal services, when required.
- Cleans, sanitizes and stocks patient nourishment carts, delivers food items and beverages to inpatient nursing ward.
- Maintains inpatient nourishment food and beverage par levels, and food storage methods.
- Ensures tray line is set up for service for inpatients. Works the tray line during loading of cold side.
- Assists the cash clerks restocking and rotate food for vending machines daily.
- Documents time and temperature for all food storage areas. Include in monthly report.
- Assists maintaining food storage methods in the cafeteria, kitchen and inpatient meal service.
- Works closely with the Food Service Staff, Food Service Management, Health Technicians, and Clinical Dietitians to accomplish the goals and objectives of the department.
- Follows instructions using policy and procedures, and using good judgment in prioritizing cleaning and sanitation duties and work objectives, planning and organizing time and steps to maximize outcomes.
- Maintains data/documentation required for the Hospital Accreditation, Infection Control, Office of Environmental Health, I-Star and assists with data collections, as needed.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.
- Performs other duties as assigned.

### **Minimum Qualifications:**

High School Diploma or GED required. Six months customer service experience required. Current Food Handler's Permit required. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability**

- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of duties and responsibilities of the position.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Knowledge of appropriate personal hygiene standards.
- Knowledge of basic food handling and food safety principles.
- Knowledge of basic food handling principles.
- Ability to perform basic food service math using measuring containers and weight scales.
- Ability to effectively operate kitchen prep and cleaning equipment.
- Knowledge of cleaning, sanitation, infection control requirements.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to effectively communicate both in written and verbal.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.
- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

### **Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

### **Work Environment:**

Work is performed in a Kitchen setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals, hot liquids, sharp cutting blades, hot and cold working surfaces, extreme temperature changes, humidity, slippery floors, and enclosed areas. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**