



Terms and Conditions for Job Descriptions

Job Descriptions at HospitalityLawyer.com are provided as informational, educational, and illustrative purposes only. HospitalityLawyer.com does not render legal advice. You should always consult legal professionals for your specific needs, questions, and services. If you choose to use a job description, you do so at your own risk. HospitalityLawyer.com does not make any representations that the job descriptions are suitable for a particular use and the user should always independently assure themselves of the accuracy and legal compliance for their particular jurisdiction.

[COMPANY NAME] JOB DESCRIPTION

Position: Food Preparation
Workers

Job Description:

Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.

Job Tasks:

- Wash, peel and/or cut various foods to prepare for cooking or serving.
- Weigh or measure ingredients.
- Butcher and clean fowl, fish, poultry, and shellfish to prepare for cooking or serving.
- Distribute menus to hospital patients, collect diet sheets, and deliver food trays and snacks to nursing units or directly to patients.
- Inform supervisors when supplies are getting low or equipment is not working properly.
- Keep records of the quantities of food used.
- Load dishes, glasses, and tableware into dishwashing machines.
- Make special dressings and sauces as condiments for sandwiches.
- Mix ingredients for green salads, molded fruit salads, vegetable salads, and pasta salads.
- Place food trays over food warmers for immediate service, or store them in refrigerated storage cabinets.
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas.
- Remove trash and clean kitchen garbage containers.
- Scrape leftovers from dishes into garbage containers.
- Stir and strain soups and sauces.
- Work on assembly lines adding cutlery, napkins, food, and other items to trays in hospitals, cafeterias, airline kitchens, and similar establishments.
- Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items.
- Carry food supplies, equipment, and utensils to and from storage and work areas.
- Clean work areas, equipment, utensils, dishes, and silverware.

- Cut, slice and/or grind meat, poultry, and seafood to prepare for cooking.
- Distribute food to waiters and waitresses to serve to customers.
- Package take-out foods and/or serve food to customers.
- Portion and wrap the food, or place it directly on plates for service to patrons.
- Prepare a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.
- Prepare and serve a variety of beverages such as coffee, tea, and soft drinks.
- Stock cupboards and refrigerators, and tend salad bars and buffet meals.
- Store food in designated containers and storage areas to prevent spoilage.
- Use manual and/or electric appliances to clean, peel, slice, and trim foods.

Required Knowledge:

- **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.

Required Skills:

- **Service Orientation** -- Actively looking for ways to help people.
- **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.

Abilities Required:

- **Wrist-Finger Speed** -- The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.
- **Manual Dexterity** -- The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Arm-Hand Steadiness** -- The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Static Strength** -- The ability to exert maximum muscle force to lift, push, pull, or carry objects.

- **Memorization** -- The ability to remember information such as words, numbers, pictures, and procedures.
- **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.

Job Activities:

- **Handling and Moving Objects** -- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- **Performing General Physical Activities** -- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Monitor Processes, Materials, or Surroundings** -- Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **Communicating with Supervisors, Peers, or Subordinates** -- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Estimating the Quantifiable Characteristics of Products, Events, or Information** -- Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

I _____ acknowledge that I have read and understood this job description for the position of Food Preparation Worker.

Employee Name: _____

Date: _____

Supervisor Name: _____

Date: _____