

UW HEALTH JOB DESCRIPTION

Culinary Assistant			
Job Code: 430024	FLSA Status: Non-Exempt	Mgt. Approval: L Bote	Date: July 2022
Department: Culinary Services		HR Approval: S. Whitlock	Date: July 2022
JOB SUMMARY			
<p>The Culinary Assistant supports the patient meals operation, the retail food service operation and production area and is responsible for ensuring the right food is in the right place at the right time. Responsibilities include accurately assembling and delivering patient meal trays to adult and pediatric patients who have medically prescribed diets, stocking and cleaning patient nourishment rooms, reviewing production schedules, portioning food items, setting up and checking service lines, and ware-washing. Staff must comply with the Wisconsin Food Code, UW Health infection control standards and ServSafe guidelines to ensure patient safety and food safety.</p>			
MAJOR RESPONSIBILITIES			
<p>Provide Remarkable Patient Care</p> <ul style="list-style-type: none"> Prioritize patient care above all other duties by greeting patients, answering questions while delivering patient meal tray. Demonstrate Respect For People in all interactions Actively participate in continuous quality improvement efforts to improve employee well-being and workflow efficiencies Provide assistance to team members in need <p>Provide Outstanding Customer Service</p> <ul style="list-style-type: none"> Prioritize customer service above all other duties by politely greeting and promptly serving customers. Accurately set up, and breakdown workstations with required food, signage and service utensils. Greets and interacts with customers providing efficient and accurate transactions in a polite and professional manner. <p>Follow all UW Health guidelines and policies regarding food safety and sanitation as applicable to work area.</p> <ul style="list-style-type: none"> Apply universal precautions in food handling, tray delivery, food stock maintenance and sanitation processes, and ensure rotation principles of first in, first out (FIFO) are followed and critical control points maintained for food safety. Participate in training new staff. <p>Safely & Efficiently Assemble and Deliver Meals and Nourishments for Patients & Guests</p> <ul style="list-style-type: none"> Accurately assemble menu tickets according to patient diet order and check tray for accuracy and presentation. Recognize and distinguish a variety of regular, specialty diets, and allergens. Deliver correct meal tray to correct patient or to appropriate hospital unit and follow outlined customer service standards and proper food handling techniques Recognize and consistently follow all patient safety protocols Portion and package menu items using established recipes and food safety standards, maintain par levels for food and supplies in the kitchen and Nourishment Rooms in a timely manner. <p>Sanitize Dishes, Cookware, Equipment and Environment following all Food Safety Guidelines</p> <ul style="list-style-type: none"> Collect and transport soiled dishes & cookware from patient care areas and kitchen Scrape, wash, and rack dishes, tray ware and serving utensils. Distribute clean dishes and cookware to appropriate storage areas Ensure all temperature logs are completed appropriately. Clean and sanitize kitchen equipment, floors, coolers, freezers hoods and ovens, etc. 			
ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.			
JOB REQUIREMENTS			
Education	Minimum		
	Preferred	High school diploma or GED.	
Work Experience	Minimum		
	Preferred	Food service and/or customer service experience.	
Licenses & Certifications	Minimum		
	Preferred	ServSafe Certification.	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Ability to multi-task and problem solve while rapidly adapting to organizational and departmental change. Ability to stand and/or walk throughout shift while pushing carts and frequently lifting items. 	

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	<ul style="list-style-type: none"> • Excellent attention to detail to ensure patient safety. • Excellent customer service skills. Must have the mindset that patient care is the highest priority. • Basic computer knowledge and math proficiency. • Communicate effectively by sending, receiving and responding to information • Ability to work in different areas in the department based on operational need. 		
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls
X	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:		Ability to stand and walk throughout entire shift. Ability to push carts frequently. Ability to turn, reach and pivot throughout shift.	

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.