

UW HEALTH JOB DESCRIPTION

Culinary Production Assistant

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|--------------------------------------|--------------------------------|---------------------------------|------------------------|
| Job Code: 430023 | FLSA Status: Non-Exempt | Mgt. Approval: L. Bote | Date: July 2022 |
| Department: Culinary Services | | HR Approval: S. Whitlock | Date: July 2022 |

JOB SUMMARY

The Production Assistant supports the production, retail food venue, patient meals and catering operations and ensures the right food is available for the right person at the right time. Responsibilities include reviewing production and stocking schedules and accurately and safely preparing and portioning food items. Staff work in a fast-packed team environment and must comply with the Wisconsin Food Code, UW Health infection control standards and ServSafe guidelines to ensure food is safe to consume.

MAJOR RESPONSIBILITIES

Provide Outstanding Customer and Coworker Service

- Train New Staff
- Demonstrate Respect for People in all interactions
- Actively participating in continuous quality improvement efforts to improve employee well-being and workflow efficiencies.

Follow all UW Health guidelines and policies regarding food safety and sanitation as applicable to work area

- Apply universal precautions in food handling, 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. Collect and transport soiled dishes and cookware and prepare for cleaning, transport clean dishware to appropriate locations.

Sanitize Dishes, Cookware, Equipment and Environment following all Food Safety Guidelines

- Ensure all food products are prepared, stored, heated, or cooled according to food safety guidelines.
- Clean and sanitize floors, surfaces, equipment, work areas, and other assigned cleaning tasks. Remove and dispose of trash and recycling

Perform Required Kitchen and Culinary Tasks

- Weigh, prepare, portion, package, and date food items to meet outlined specifications and forecasted amounts to maintain appropriate par levels in various locations through the operations.
- Assist Production Cooks in menu planning and food preparation
- Keep track of ingredient inventory and collaborating with dock staff to reorder supplies
- Set up workstation and ingredients so that food can be prepared safely and according to recipe and directions
- Proper labeling and stocking all ingredients on easily accessible shelves
- Review production schedules and follow standardized recipes
- Perform other Kitchen Duties as assigned

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

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|---|-----------|--|
| 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. • Basic computer knowledge and math proficiency. • Ability to solve problem and work independently. • Communicates effectively by sending, receiving and responding to information ensuring high level of customer satisfaction. • Ability to work in different areas in the department based on operational need. |

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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,

| | | | |
|--------------------------|-----------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Infants (Birth – 11 months) | <input type="checkbox"/> | Adolescent (13 – 19 years) |
| <input type="checkbox"/> | Toddlers (1 – 3 years) | <input type="checkbox"/> | Young Adult (20 – 40 years) |
| <input type="checkbox"/> | Preschool (4 – 5 years) | <input type="checkbox"/> | Middle Adult (41 – 65 years) |
| <input type="checkbox"/> | School Age (6 – 12 years) | <input type="checkbox"/> | 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. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

| Physical Demand Level | | Occasional Up to 33% of the time | Frequent 34%-66% of the time | Constant 67%-100% of the time |
|---|--|-------------------------------------|--|--|
| <input type="checkbox"/> | 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 | Negligible |
| <input type="checkbox"/> | 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 | Negligible or constant push/pull of items of negligible weight |
| <input checked="" type="checkbox"/> | 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# | Negligible-10# |
| <input type="checkbox"/> | 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# | 10-20# |
| <input type="checkbox"/> | Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds. | Over 100# | Over 50# | Over 20# |
| Other - list any other physical requirements or bona fide occupational qualifications not indicated above: | | | | |

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.