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| **JOB DESCRIPTION** | | | | | | |
| **DATE:** | | | | | | |
| COMPANY: |  | | JOB TITLE: | | FOOD PREPARATION WORKER | |
| DEPARTMENT: |  | | CURRENT INCUMBENT: | |  | |
| DIRECT SUBORDINATES: |  | | INDIRECT SUBORDINATES: | |  | |
| BRIEF DESCRIPTION: | | The post of a food preparation worker consists of performing a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea. | | | | |
| QUALIFICATIONS & REQUIREMENTS: | | * High school diploma or equivalent; * Ability to give full attention to what other people are saying, to adjust actions *in re*lation to others' actions, and to manage one's own time. | | | | |
| COMPETENCIES: | | * Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations. * Attention to Detail — Job requires being careful about detail and thorough in completing work tasks. * Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude. * Integrity — Job requires being honest and ethical. * Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations. | | | | |
| TASKS: | | * Butcher and clean fish, poultry, and shellfish to prepare for cooking or serving; * Cut, slice or grind meat, poultry, and seafood to prepare for cooking; * Distribute food to waiters and waitresses to serve to customers; * Distribute menus to hospital patients, collect diet sheets, and deliver food trays; * Keep records of the quantities of food used; * Load dishes, glasses, and tableware into dishwashing machines; * Mix ingredients for green salads, moulded fruit salads, vegetable salads, and pasta salads; * Take reservations over the phone; * Understand government health, hotel or food service regulations; * Work on assembly lines adding cutlery, napkins, food, and other items to trays. | | | | |
| LINES OF COMMUNICATION: | | SPECIFY | | | | |
| WORKING CONDITIONS: | | Indicate whether the position is half time or full time. List any unique working conditions such as hours  etc. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |