



JOB DESCRIPTION

Job Title: Host/Hostess/Cashier
Department: Food Services
Reports To: Director of Food Services
FLSA Status: Non-Exempt

SUMMARY

Supports daily operations of the preparations and delivering of meals.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each employee contributes to improve performance by continuously searching for ways to increase efficiencies and improve patient outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Prepares meal trays and delivers them to patients.
 - a. According to the patient meal plan, prepares foods according to the therapeutic diet.
 - b. Adheres to the portion control and FIFO standards of the department.
 - c. Serves all patient trays within the 30 minute time standard.
 - d. All Patient trays are set up with all items order by patient.
 - e. Prepares the patient's tray according to standards of the department.
 - f. Demonstrated proper gloves use while setting food on trays.
 - g. Demonstrates proper food safety techniques according to standards of the department.
2. Prepares meal trays and delivers them to Employees, Physicians and Visitors
 - a. Prepare the tray according to meal ticket.
 - b. Prepare tray according to standards of the department.
 - c. Demonstrates proper food safety techniques according to standards of the department
3. Cuts and chops and portion food items, for patients.
 - a. Prepares cold food items into appropriate proportions.
 - b. Date all appropriate portioned food items.
 - c. Maintain all outdated food item within the hostess station and refrigerators
 - d. Stock and restock all foods and service supplies used in the hostess station and refrigerators.
 - e. Demonstrated proper gloves use while setting food on trays.
 - f. Demonstrates proper food safety techniques according to standards of the department.
4. Assists with taking telephone orders and cashiering when needed
 - a. Cover diet office and cash register in the event that personnel is on a break or at lunch.
 - b. Use of proper phone procedures according to standards of the department.

- c. Demonstrates “whatever it takes” attitude during shift as needed
5. Cleans and sanitizes in Food Services
 - a. All Hostess delivery and catering carts.
 - b. 3 compartment drop sinks, vegetable sink and hand washing sink.
 - c. All Host/Hostess work station surfaces.
 - d. All Host/Hostess refrigerators
 - e. All Host/Hostess equipment and racks thereof.
 - f. Responsible for the cleaning checklist for the hostess area.
 - g. Complies with PPE standards while cleaning.
 6. Responsible for floor stock of all departments.
 - a. Thoroughly complete the floor stocking of all assigned areas that are stocked daily.
 - b. Gather all floor stocking items for areas that submit a request for items.
 - c. Deliver all stock in a timely manner and per the standards of the department
 - d. Cleaning of refrigerators, ice machines, food storage items and areas in all patient kitchens.
 7. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent with less than 2 years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS:

ServSaf Sanitation Certificate or Food Handler’s Card (must be obtained within 90 days of hire)

LANGUAGE SKILLS:

Must be able to read and write English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from supervisors, patients, patient's family and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 15 pounds, exerts 20-50 pounds of force occasionally and/or 10-25 pounds of force frequently. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus quickly.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to varying temperatures, high noise levels, burns, cuts, abrasions, punctures and falls. Must use universal precautions.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date