



Position Description

Position Title:	Baker		
Department:	Dining Services	Reports To:	Executive Chef
Classification:	Non-Exempt	Revision Date:	August 2018

Position Overview

Dining Services:

Assembles ingredients, serving utensils, and dishes. Prepares and distributes assigned food items for the Main Dining Room/Health Services Center/Lodge Assisted Living. Consistently ensures that all sanitation and safety procedures are followed.

Compliance Statement:

Complies with all company policies. Reports instances of wrong doing, illegal and unethical behavior that occur at Havenwood Heritage Heights promptly to the Vice President of Human Resources or the President/CEO.

Principle Duties and Responsibilities

Safety:

1. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and Havenwood Heritage Heights' safety policies and rules. Must be willing to report safety violations and potential safety violations to the appropriate supervisory or management personnel.
2. Attends all mandatory in-services.
3. Wears all appropriate protective equipment (PPE) if and when in a situation that such equipment is warranted.
4. Uses proper body mechanics at all times.
5. Wears seatbelts when involved in all HHH related travel.
6. Complies with, supports and enforces Havenwood Heritage Heights' policies involving all safety procedures to also include the proper use of body mechanics, mechanical lifts and infection control.

Dining Services:

1. Prepares all assigned food items so they look attractive
2. Accurately follows modified diets in an efficient manner.
3. Works with all co-workers to prepare Main Dining Room for service.
4. Divides prepared food items by resident unit according to the tally for mealtime delivery.
5. Assists Cook with prep work and cleaning responsibilities.
6. Prepares food items for the next day's meal service, following tallies for regular and modified diets.

Competencies

Customer Focus
Collaboration Skills
Flexibility
Time Management
Communication Proficiency

Qualifications and Skills

- High school diploma or equivalent.
- Minimum of 6 months to one-year food service background required.
- Must be able to accurately follow 4-week cycle menus and Cook's tally.
- Must be willing to abide to the dress code.
- Individual must be self-motivated and able to pace oneself through the days required tasks.
- Must possess high personal standards of cleanliness and abide by sanitation guidelines.
- Must accept and be supportive of the Dining Services Department's goals.

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. Must have the ability to lift and carry up to 50 pounds without assistance and possess full range of motion to reach 6 feet up and 3 feet in all directions. Job includes standing 70%, walking 30%, stooping, bending, pushing and pulling. Must possess sight ability to use limb-endangering equipment and to read and communicate.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Protection of HHH Assets and Resources

Havenwood Heritage Heights' assets are to be used for your job and should be protected. Company assets are meant for business and not personal use. We all have a responsibility to protect and safeguard company assets from loss, theft, misuse, and waste.

These assets include, but are not limited to; the Havenwood Heritage Heights name, company provided credit cards, our various computers, laptops, cell phones, and ancillary equipment; software and software licenses, copy machines and other office equipment, electronic media, and technology.

You should use company assets and funds for legitimate and authorized business purposes. Company property should never be used for personal gain, and you should not allow Company property to be used for illegal activities. If you become aware of theft, misuse or waste of our assets or funds or have any questions about your proper use of them, you should feel free to speak with the Human Resources department. Misappropriation of Company assets is a breach of your duty to the Company and may be an act of fraud against the Company. Taking company property from our facilities without permission is regarded as theft and could result in the termination of your employment. In addition, carelessness or waste of Company assets may also be a breach of your duty to the Company and could result in dismissal. All Company Assets are to be delivered to the Company promptly when your employment ceases, or at any other time that the Company requests.

Signature

I have read the job description and understand all of the requirements, functions and duties of the position.

Signature: _____

Date: _____