FAMILY ALLIANCE INC
Center for Adult Care

Job Description/Annual Performance Appraisal and Competency Assessment

Position Title: Food Service Coordinator **Employee Name**:

Job Summary: The Food Service Coordinator is responsible for kitchen maintenance, food preparation, and ensuring that all applicable guidelines and codes are followed, maintained, and documented.

Supervisory Relationship: The Food Service Coordinator reports directly to the Program Manager.

Supervises: This position has no supervisory duties.

Minimum Education Requirement: High School Diploma, GED, or working toward same; CPR and First Aid certified (may be obtained upon hire).

Minimum Work Experience: Experience in food service industry preferred.

Required Licenses/Training: IDPH Food Service Sanitation Certificate

Physical Requirements/Environmental Conditions:

- Able to remain in a stationary position 50% of the time
- Able to assist consumers weighing up to 250 lbs with gait belt
- Possess basic computer skills
- Demonstrates communication skills
- Direct care staff are at risk for occupational exposure to blood and other potentially infectious materials.

Overtime Status: ☐ Exempt (Salaried employee not eligible for overtime pay)
☒ Non-exempt (Employee will be paid time and one-half for time worked over 40 hours per week.)

Date: Orientation ☐ Evaluation ☐

The following are the basic standards for rating all performance elements:

Exceeds (2)
Fulfills all position requirements and goals and may, on occasion, generate results above those expected of the job description. Performance is consistently above the requirements of the job description and employee is willing to do more than required.

Meets (1)
Performance is at the level of the requirements of the job. Consistently carries out what is expected.

Does not meet (0)
Employee is experiencing difficulty meeting requirements of the position. Improvement within the particular job element is necessary. Performance improvement plan will be required.

Section 1: Attitude Measurement

1. **Assignments completed in a timely and accurate manner**
   Exceeds(2) ☐ Meets(1) ☐ Does not meet(0) ☐
   - Behavioral Expectations
     - Asks for help when needed.
     - Identifies difficulties with assigned tasks
     - Admits to errors and takes corrective measures
     - Responds positively to requests for assistance.
     - Avoids blaming and excuses.

2. **Follows agency policy at all times.**
   Exceeds(2) ☐ Meets(1) ☐ Does not meet(0) ☐
   - Behavioral Expectations
     - Demonstrates willingness to learn new procedures.
     - Responds positively to changes in programming and procedures.
     - Communicates information effectively
     - Handles crisis situations calmly and appropriately.
     - Respects privacy of all staff
     - Respects the personhood of each individual in all interactions with clients
     - Works scheduled hours and days
     - Arrives for scheduled hours on time
     - Follows agency procedure on reporting absenteeism or late arrival

3. **Shares ideas for performance improvement**
   Exceeds(2) ☐ Meets(1) ☐ Does not meet(0) ☐
   - Behavioral Expectations
     - Focuses on solutions, not problems.
     - Is willing to work as a part of the team
     - Volunteers to assist other staff frequently.
     - Avoids gossip.

4. **Is an advocate for the organization**
   Exceeds(2) ☐ Meets(1) ☐ Does not meet(0) ☐
   - Behavioral Expectations
     - Works to promote agency services in the community
     - Represents the agency positively in the community

Attitude Total ÷ **Number of Categories** = **Rating**

Section 2: Job Duties

Job duties, policy, and procedures:	**Exceeds (2)**	**Meets (1)**	**Does not meet (0)**
Food Service			
1. Prepares breakfast, lunch, and snacks daily, including dining area preparation (table-setting, etc). Assists with serving.	☐	☐	☐
2. Completes daily clean up and sanitation after breakfast, lunch, and daily snacks.	☐	☐	☐
3. Receives delivered, catered lunches; verifies meal count; checks meal and milk temperatures; faxes report to catering company and maintains agency records of same.	☐	☐	☐
4. Rotates stock in refrigerator and freezer daily.	☐	☐	☐
5. Completes inventory weekly, including labeling and rotating stock. Replenishes supplies weekly by preparing purchase orders then shopping for items. Highlights credible foods on the receipt for	☐	☐	☐

finance.			
6. Documents on-hand meal inventory. Documentation includes monies received from staff for purchases of extra meals.	☐	☐	☐
7. Maintains USDA menus each day, checking that meal deliveries are accurate. Calls company with any discrepancies.	☐	☐	☐
8. Records USDA meal counts for each consumer daily.	☐	☐	☐
9. Completes morning and afternoon snack menus monthly.	☐	☐	☐
10. Orders meals directly from catering company weekly.	☐	☐	☐
11. Verifies monthly invoices from catering company are correct	☐	☐	☐
Sanitation			
12. Completes daily, weekly, and monthly sanitation procedures and documents same on record. Maintains a check-off list for kitchen maintenance.	☐	☐	☐
13. Cleans refrigerators weekly and cabinets quarterly.	☐	☐	☐
14. Removes trash and recycling items and cleans receptacles daily.	☐	☐	☐
15. Washes, dries, folds, and stores kitchen laundry.	☐	☐	☐
16. Checks and records refrigerator and freezer temperatures daily.	☐	☐	☐
17. Maintains required documentation for designated time frames as outlined in IDPH and USDA guidelines.	☐	☐	☐
18. Trains day room staff in kitchen and sanitation procedures quarterly and as needed.	☐	☐	☐
Direct Care			
19. Assists staff with PM bus loading daily	☐	☐	☐
20. Assists consumers throughout the day by facilitating informal group conversation and engaging consumers in 1:1 conversation between performance of required daily tasks.	☐	☐	☐
21. Invites varying consumers to assist with making snacks and setting tables.	☐	☐	☐
22. Facilitates a weekly cooking group for consumers.	☐	☐	☐
General			
23. Utilizes all time “on the clock” to meet job responsibilities.	☐	☐	☐
24. Demonstrates a positive, cheerful attitude and treats all consumers and coworkers with dignity and respect.	☐	☐	☐
25. Demonstrates a team spirit by supporting fellow staff members with encouraging, supportive conversations and actions.	☐	☐	☐
26. Other duties as assigned by Manager.	☐	☐	☐

This individual appears competent to perform job duties as outlined above. Yes or No, Explain.

Job Description Total ÷ **Number of Categories** = **Rating**

Section 3: Job Specific Competencies

Competency	Rating	Method of assessment	Assessor
Computer Literacy	☐ 1 Learning (0) ☐ 2 Exhibiting (0) ☐ 3 Demonstrating (1) ☐ 4 Modeling (1) ☐ 5 Teaching (2) ☐ 6 Leading (2)	☐ Observed ☐ Demonstrated ☐ Verbalized ☐ Test	Initials / Date
Kitchen • Check in food • Take temp of food • Storage and marking of meal items • Kitchen Cabinets and Refrigerator storage	☐ 1 Learning (0) ☐ 2 Exhibiting (0) ☐ 3 Demonstrating (1) ☐ 4 Modeling (1) ☐ 5 Teaching (2) ☐ 6 Leading (2)	☐ Observed ☐ Demonstrated ☐ Verbalized ☐ Test	Initials / Date
Sanitation • Disinfect surfaces (mixing solutions) • Gloves, hand washing, mopping floors, sanitation protocols • Food borne illness, safe temps, etc.	☐ 1 Learning (0) ☐ 2 Exhibiting (0) ☐ 3 Demonstrating (1) ☐ 4 Modeling (1) ☐ 5 Teaching (2) ☐ 6 Leading (2)	☐ Observed ☐ Demonstrated ☐ Verbalized ☐ Test	Initials / Date
General Operations • Coffee makers • Microwave • Ovens • Toaster • Dishwashers • Washer/dryer • Freezer • Kitchen • Basement	☐ 1 Learning (0) ☐ 2 Exhibiting (0) ☐ 3 Demonstrating (1) ☐ 4 Modeling (1) ☐ 5 Teaching (2) ☐ 6 Leading (2)	☐ Observed ☐ Demonstrated ☐ Verbalized ☐ Test	Initials / Date

Description of Competency Ratings

Level and Rating	***Stage***	***Description***
1 (0)	Learning	Minimum level of competency
2 (0)	Exhibiting	Some command of competency
3 (1)	Demonstrating	Consistent command of competency
4 (1)	Modeling	Best example of competency
5 (2)	Teaching	Instructs others in competency
6 (2)	Leading	Innovates or advances competency

Methods of Competency Assessment Defined

Observed: *Assessor has watched skill being performed in actual practice*
Demonstrated: *Assessor has watched employee demonstrate or present this skill*
Verbalized: *Employee has verbally demonstrated sufficient knowledge and competency of skill*
Test: *An objective test measuring this skill was successfully completed*

Competency Total ÷ Number of Categories = Rating

Attitude Rating:
Job Description Rating:
Competency Rating:

Total of all three Ratings: ÷ by three categories = Overall Rating

Section 4: Goals and Performance Plans

1. Refer to Employee "Self-Evaluation" form for employee goals.

2. For areas scored zero, detail a performance plan for improvement with specific outcomes and time frame for review (date for review will be entered into elearning).

MANAGER AND EMPLOYEE COMMENTS

Manager Comments – Manager comments on overall performance and highlights any specific areas as appropriate.

Employee Comments – Employee enters any comments he/she wishes to make on performance appraisal and his/her performance.

SIGNATURES

_____ _____
Employee Date

_____ _____
Manager Date

_____ _____
Executive Director Date

Follow-Up Signatures (If applicable)

☐ The areas of improvement necessary based on the goal and plans set forth upon initial appraisal have been met.

☐ The areas of improvement necessary based on the goal and plans set forth upon initial appraisal have NOT been met. Further action will be taken per the Performance Appraisal Policy.

_____ _____
Employee Date

_____ _____
Manager Date

_____ _____
Executive Director Date