



VACANT POSITION ANNOUNCEMENT

DATE POSTED: 11/13/2012

CUTOFF DATE: 11/20/2012

All applications must be submitted before 3:00pm on the cutoff date indicated above.

JOB POSITION: Food Services Assistant **DEPARTMENT:** Food Services
Full-Time w/ Benefits – Wednesday thru Friday evenings (15 hrs) *and*
Saturday & Sundays (25 hrs)

DATE POSITION AVAILABLE: Immediately

JOB DESCRIPTION: The Food Services Assistant is responsible for assisting the Director and the Chef with the preparation of food and with the maintenance of the kitchen and dining room, keeping them in a clean, orderly and safe condition at all times in compliance with local and state health department requirements. The primary duties and responsibilities include, but are not limited to, the following:

- Cleans and sanitizes thoroughly all pots, pans and kitchen equipment and utensils and ensures their proper storage.
- Maintains and ensure cleanliness of beverage bar and machines with juice, coffee and tea at all times.
- Acts as food runner at meal times for hot and cold food as needed
- Cleans and organizes all kitchen work stations and equipment.
- Removes trash bags, cleans trash cans and breaks down cardboard boxes for disposal.
- Keeps kitchen and serving area floors clean and dry.
- Cleans back dock and dumpster pad and keeps dumpster doors closed at all times.
- Maintains milk dispenser including cleaning and stocking.
- Complies with all local and state health requirements on sanitation, safe handling and storage of food.
- Ensures that a welcoming, safe and healing environment is maintained for each patient and family throughout the continuum of care.
- Maintains confidentiality of company and patient information.

QUALIFICATIONS FOR POSITION:

- High school diploma or GED required
- Minimum one (1) year of food service experience preferred and/or equivalent experience in job related activities required
- Good interpersonal skills, good oral communications skills; good dexterity
- Experience with cutlery and knowledge of kitchen equipment
- Completion of Metro Health Department Food Handlers Safety & Sanitation Course
- If recovering, one year of verifiable abstinence required with active participation in the appropriate Twelve Step program preferred

Inquiries should be directed to Jim Threadgill. To apply for the above position, please submit a cover letter along with a current resume to Jim Threadgill via fax (615) 432-3023 or email at jim_threadgill@cumberlandheights.org. You will be contacted should an interview or other information be desired.

This notice is posted in keeping with Cumberland Heights' policy of offering preferential consideration for new/vacant job positions to current employees. Of course, the employee applicant must be equally or better qualified for the position, as any other applicant.