

## **JOB DESCRIPTION**

### **The Farmer's House**

#### **Early Work Experience Food Service Coordinator**

#### **Weston, MO**

Reports To: Director of Programs

**SUMMARY:** The Early Work Experience Food Service Coordinator provides individuals with developmental disabilities (our Farmers) opportunities to engage in a variety of jobs focused around The Farmer's House catering, cafe and baking so they can gain experience and personal knowledge about the jobs. Provides specific hard and soft skill training, along with implementation of strategies required for success in the many areas of food service. Makes informed decisions based on ongoing documentation.

The Early Work Experience Food Service Coordinator is responsible for the ordering supplies, preparation and food service for The Farmer's House catering, cafe and baking.

#### **Essential Commercial Kitchen Functions**

- Maintain a professional and pleasant demeanor with all customers, co-workers, volunteers and clients.
- Ordering all food and supplies.
- Food preparation and service.
- Follow all standard operating procedures related to cash management.
- Ensure the front and back end of the commercial kitchens are consistently cleaned and organized.
- Track supplies and follow reordering procedures.

**BASIC FUNCTIONS AND GENERAL RESPONSIBILITIES** include the following:

#### **COMMUNITY MEMBERSHIP**

1. Supports participants in engaging in authentic vocational tasks and activities in a community integrated setting.
2. Facilitates friendships and professional connections within the community.

#### **SELF DETERMINATION**

3. Gives support on an individual basis to participants in making informed choices, growing in self-esteem and personal dignity, achieving community integration and participation, and acquiring skills for employment and/or service.
4. Supports participants in experiencing a variety of jobs to gain knowledge. This includes conscientious and sufficient documentation to assure that the individual has the opportunity to achieve goals.

#### **HUMAN RIGHTS**

5. Respects and advocates for the capabilities, dignity and rights of each participant. Reports any infringement on human rights to the supervisor immediately.
6. Is knowledgeable about the rights of people who participate in a program for people with developmental disabilities.

#### **BASIC NEEDS**

7. Ensures the health and welfare of participants through support in taking care of personal care, emotional needs, socialization, and other areas as needed.

8. Contributes to an environment emphasizing person-centered activity.
9. Keeps detergents, chemicals, medications, and other potentially harmful materials out of participants' reach unless the individual has demonstrated safe handling skills.

SPECIFIC DUTIES include the following:

1. At the beginning of each day check on the progress and special situations of each individual through staff and participant communication and observation. Be aware of programming and activity needs and preferences for each individual person we support.
2. Promote person-centered community integrated vocational activities.
3. Promote positive self-expression in daily communication and interaction with the persons supported and with staff.
4. Assist individuals in making informed choices.
5. Support each individual in achieving increased independence in daily living and job preparation skills by doing things with them instead of for them.
6. Support each individual in achieving their goals. Document and chart all pertinent information in an accurate and timely fashion. Assure that each individual has ample opportunity to achieve the goals.
7. Contribute to a comfortable, safe and clean environment by keeping areas organized and free of clutter and taking any laundry and trash to appropriate locations at the end of the day.
8. Report incidents as required. Incident reports are to be written before the end of the day and passed on to a supervisor or designated area.
9. Document pertinent health related information and notify the appropriate parties.
10. Clean and disinfect bathrooms and kitchens on a routine basis and as needed.
11. Know and observe guidelines for drills and emergencies.
12. Assist with staffing coverage for support of individuals as requested and/or needed.
13. All forms of abuse, neglect, and exploitation are unacceptable. Report any observation or suspicion of these to the Director of Programs.
14. Obtain tuberculosis tests.
15. Safeguard confidentiality and civil rights of persons supported and co-workers. The guideline within the agency is, "Does this person need to know?" The guideline outside of the agency is, "Has the guardian and/or individual provided a release of information to share information with this person or agency?"
16. Keep current certification in all areas required by Farmer's House and Medicaid..
17. Become familiar with all guidelines in The Farmer's House Personnel Policies.
18. Follow the guidelines of OSHA Universal Precautions in handling soiled laundry, cleaning, personal care, and first aid. Wear gloves as required. Observe correct operating procedures and safety precautions in use of chemicals and equipment.
19. Any other tasks which may be assigned.

#### PHYSICAL EXPECTATIONS

This position requires extended periods of walking and standing with some periods of sitting – depending on the needs and activities of the individuals supported. It may require light to heavy lifting and occasional stooping, kneeling, bending, and/or climbing stairs again depending on the needs of the individual supported. The position requires working indoors and outdoors in a variety of seasonal conditions; heat, cold, snow, rain, etc. The position will require occasional physical intervention if confronted by a person displaying combative or potentially dangerous behavior. Driving an agency vehicle or personal vehicle is a part of community integration and employment training for the individuals we support.

#### WORKING CONDITIONS

Office/home environment with noises from those we support, appliances, and telephones.  
Natural environmental conditions in a farm, market, and commercial kitchen setting. May be

exposed to bloodborne pathogens and/or infectious diseases. Community outings to parks, stores, businesses, schools, etc.

**SKILL DEVELOPMENT TOWARD NEXT SUPPORT LEVEL**

1. Demonstrate the ability and willingness to learn and use positive interactions.
2. Consistently encourage individuals to do things for themselves, giving assistance only when needed.
3. Consistently support individuals in attaining their PCP goals.
4. Demonstrate dedication and responsibility by maintaining a good attendance record.
5. May require employee to obtain Class E Missouri Driver's License and Level I Medication Administration certification.

**Position Type and Expected Hours of Work**

- Day, evening and weekend work will be required.

**Travel**

- Travel will be required to work at The Farmer's House Weston locations, catering and special event locations.

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

**Direct Report**

**QUALIFICATIONS**

1. Must pass and maintain certification in First Aid, CPR., Abuse and Neglect, Confidentiality, Food Service Certification and any other training required by the Director of Programs.
2. Must demonstrate the ability to write clear, accurate incident reports and logs in a timely manner.
3. Must have completed requirements for a high school diploma or GED and provide a sealed copy to be kept in permanent employee file.
4. Must be at least 18 years of age.

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.

Equal Opportunity Employer

**Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.**

Employee's \_\_\_\_\_ Date \_\_\_\_\_

Explained By: \_\_\_\_\_ Date: \_\_\_\_\_

