

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

100 Hudspeth Center Dr.
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(601) 664-6000
Fax: (601) 354-6945

To: All Hudspeth
From: Lynn Rogers, Director of Dietary
Date: May 21, 2024
Re: Job Vacancy – Dietary Department

Classification: Support Care Professional III

Salary: \$26,369.81 - \$35,600.00

Hours: (B-Shift Cook) 9:30am – 6:00pm – Alternating Weekends and Holidays

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education: Graduation from a four-year high school or equivalent (GED or High School Equivalency Diploma) **AND** Two (2) -Three (3) years of experience. May require a Certified Nurse Assistant (CNA) designation.

Required Training: Successful completion of DMH-MH-Support Care Professional Certificate Program within 90 days of hire date, as verified by the employing agency.

Main job description: Prepares food items for client and cafeteria menus from food production sheets ensuring that standardized recipe usage and portion control practices are followed; follows established food service sanitation and safety procedures according to ServSafe and MSDH standards; operates food service equipment properly and maintain cleanliness of dietary equipment and kitchen areas.

Duties include but are not limited to:

- Prepares food items for client and cafeteria menus from food production sheets ensuring that standardized recipe usage and portion control practices are followed; follows established food service sanitation and safety procedures according to Servsafe and MSDH standards.
- Operates food service equipment properly following established sanitation and safety procedures.
- Maintains cleanliness of dietary equipment and kitchen areas while utilizing proper chemicals and equipment in keeping the dietary department in a clean and orderly state. -Helps out on cafeteria line daily. This includes serving the correct food items and portion sizes utilizing the correct serving equipment on the line and salad bar. Follows established sanitation procedures while serving food on the cafeteria line. Helps breakdown the serving line at the end of meal service.
- Assure leftover food items are utilized/stored according to ServSafe and MSDH standards.
- Washes pots, pans and other food service equipment as needed. Performs other food preparation or cleaning duties as assigned by food service supervisor and dietary director.
- Complies with agency policies and procedures, plans and decisions as well as promotes and supports high standards of confidentiality with no incidences or reports of non-compliance.

Upon contingent employment offer, employees must complete a background check, pre-employment drug test, and submit proof of COVID-19 vaccination or accommodation request.

Applications should be submitted to the Human Resources Department and will be accepted until the positions are filled. If you should have questions, please contact Lynn Rogers, at 601-664-6330. Any candidate who is called for an interview must notify Lynn Rogers in writing of any reasonable accommodation(s) needed prior to the date of the interview.

THE STATE OF MISSISSIPPI/HUDSPETH REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER