

PORTLAND VA MEDICAL CENTER

Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR
Bend, OR
Camp Rilea (Warrenton, OR)



NOTICE OF VACANCY

1. Announcement Number	2. <u>Title, Series, Grade, Salary</u>	3. Tour of Duty	4. <u>Duty Station</u>
MP-09-0203-TC	Food Service Worker (01105A) WG-7408-02 \$13.48 to \$15.75 per hour	To be decided	Nutrition & Food Service, Portland Division
5. Type & Number of Vacancies	6. Contact	7. Opening Date	8. Closing Date
Permanent 1 Full-time position	Human Resources Assistant 503-273-5236	04/01/2009	04/21/2009

WHO MAY APPLY TO THIS ANNOUNCEMENT:

• Career or career conditional employees and permanent Title 38 employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

MAJOR DUTIES:

This Food Service worker is a fully-trained, flexible employee who performs work which requires more specialized procedures, but also has responsibilities of a WG-1 employee. The incumbent applies the knowledge of regular and modified diets and special procedures in preparing food and serving patients. This employee may be assigned to work any tray assembly position, set up the assigned station on the tray line with correct supplies and food items, and break down and clean the serving station after the serving period. Assembles and portions all regular and modified diet cold food items according to standardized procedures and the menu. Provides assistance to the cooks in food preparation area by cleaning, cutting, chopping, weighing, measuring and assembling ingredients according to standardized recipes. Follows written instructions for setting up individual and bulk nourishments such as tube feedings, juice, shake-ups, milk, sandwiches, etc. Delivers nourishments to patient's bedside and ward refrigerators according to established procedures. Makes written comments on delivery sheets regarding patient acceptance, leftovers, or unused food items. Cleans all assigned work areas and all equipment in Nutrition & Food Service. A regular part of the work involves cleaning duties such as sweeping, mopping, scrubbing floors using a floor machine, scraping and washing dishes/pots and pans, cleaning all equipment used in food preparation and service, walk-in refrigerators, walls/window sills and sanitizing trash containers. Performs heavy cleaning such as ceilings and walls, exhaust hoods, cooking equipment, trayline equipment and other cleaning tasks in order to maintain a high standard of sanitation throughout the service. Disposes of waste/trash from main kitchen and transports soiled mops and rags to the laundry.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

<u>Eligibility</u>: U.S. Office of Personnel Management Qualifications Standards for WG-7408 series applies and may be reviewed in the Human Resources Management Division office. There is no specific amount of experience and/or training required, but candidates must demonstrate via their experience or combination of experience/training that they possess the knowledge, skills, and abilities required for the position (see "Basis of Rating" below).

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position: (Applicants who clearly fail to meet the screen-out element will be rated ineligible without further review of their applications since this element measures the critical ability needed to successfully perform the duties of the job)

- **1.** Ability to do food service work under normal supervision.
- 2. Knowledge of work practices, cleanliness, neatness and sanitation in food service work.
- 3. Ability to use and care for cleaning equipment (dish machine, pot machine & cart wash); care of meal delivery equipment (return cart, transport cart, and meal service equipment. Including dishes and dish storage equipment).
- **4.** Dexterity and safety in performing food service work.

CONDITIONS OF EMPLOYMENT:

• Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's

services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.
- A pre-employment physical examination will be required for an applicant who is tentatively selected.
- Employee selected must serve a one (1) year probationary period for managers/supervisors as contained in 5 USC 315, unless she/he has already served the required supervisory period.
- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

Portland VAMC Permanent Employees must submit:

- 1. VAF 4078, Application for Promotion or Reassignment
- 2. VAF 4676a, Employee Supplemental Qualifications Statement (due 04/28/2008)
- 3. <u>VAF 4667b, Supervisory Appraisal of Employee for Promotion</u> is optional, but recommended. (due **04/28/2008**)
- 4. MPQ Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF

All application packets must be received in Human Resources by Close of Business (COB) on 04/21/2008 (except as noted above). Application forms may be obtained in Human Resources Office or on our internal website. http://vaww.portland.med.va.gov/Departments/CFO/HR/

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: MP-09-0203-TC

PO Box 1034

Portland, OR 97207

Or brought in person to:
Portland VA Medical Center
3710 SW US Veterans Hospital Rd
Building 16, Room 300
Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: http://www.ed.gov/admins/finaid/accred/index.html. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the
 method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e.
 postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or
 applications in a US government envelope.