

**Position:** Part-time Medical Assistant  
**Hours:** Vary by location

### **Restaurant Specific Information/Introduction**

#### **Medical Assistant for Restaurant Owners and Operators**

Under the direction of the owner and/or shift manager common duties will be:

- Conducting thermal or temperature scans of employees.
- Conducting a health survey with each employee prior to the beginning of each shift.
- Collect and record health survey data
- Ensure that employees have appropriate face coverings
- Review and explain COVID-19 Restaurant Operating Procedures to each employee to ensure they understand and will implement the procedures
- Other duties as assigned in support of State and local health guidance

#### **Medical Assistants**

A Medical Assistant is a multi-skilled allied health care professional that specializes in procedures commonly performed in the ambulatory health care setting. Medical assistants perform both clinical and administrative duties and assist a variety of providers including physicians, nurse practitioners and physician assistants. They typically work in medical offices, clinics, urgent care centers and may work in general medicine or specialty practices.

Common duties of a Medical Assistant include administrative and clinical tasks like:

- Checking patients in and out upon arrival and departure
- Answering phone calls and questions
- Assisting providers with exams and procedures
- Administering injections or medications
- Working in the electronic health record (EHR)
- Performing EKG, phlebotomy, and laboratory procedures
- Taking patient vital signs

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