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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Food Services Assistant

**DEPARTMENT:** Food Service **FLSA:** Non-Exempt

**LOCATION:** Union Campus **LEVEL:** 101

**REPORTS TO:** Food Service Manager **DATE:** 05/22/09

**POSITION SUMMARY:** Perform a variety of duties related to customer service, food preparation and food service; maintain food service facility in a clean and sanitary condition; perform cashiering duties.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of high school/GED; six months to one year related experience

**ESSENTIAL TASKS:**

* Provide friendly service to students, employees, and visitors.
* Assemble, clean and prepare a variety of food items such as fruits and vegetables; make salads and prepare fruit cups.
* Wash, dry, clean and store dishes, pots, pans, utensils, trays and other kitchen equipment; maintain work and serving areas in a sanitary manner.
* Serve food to students and staff; receive money and make change; assist with counting money at the end of the day as assigned.
* Assist in maintaining a clean, sanitary and organized kitchen.
* Operate a variety of kitchen equipment including mixer, dishwasher, slicer, ovens, grill, steamer, fryer, beverage dispensers and other equipment in a safe manner.
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.
* Perform cashiering duties as needed.
* Answer questions and provide special orders.
* Assist with catering functions as needed.
* Keep items stocked and neat.
* Wear proper protective equipment while performing job duties (ie, gloves).
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**ADDITIONAL DUTIES:**

* Perform other related duties and responsibilities as may be assigned.

**KNOWLEDGE, SKILLS, and ABILITIES:**

* Knowledge of sanitation and safety practices related to cooking and serving food.
* Knowledge of basic math skills.
* Excellent customer service skills.
* Knowledge of basic food preparation including washing, cutting and assembling food and ingredients.
* Ability to maintain cafeteria in a clean and sanitary condition.
* Ability to collect money and make change quickly and accurately.
* Ability to complete work with frequent interruptions.
* Ability to understand and follow oral and written directions.
* Ability to work cooperatively and effectively with others.
* Knowledge of proper lifting techniques.
* Ability to operate a variety of kitchen appliances.
* Follow food safety and sanitation requirements.

**LEADERSHIP and COMMUNICATION SKILLS:**

* Provide excellent customer service to internal or external customers.

**DECISION-MAKING and ANALYTICAL SKILLS:**

* Adhere to college and department policies, procedures, and practices.
* Perform manual duties.
* Perform job duties in a safe and efficient manner.

**EQUIPMENT/SOFTWARE:**

* Use office machines such as telephones, cash registers or calculators.
* Handle or use, mixer, dishwasher, slicer, ovens, grill, steamer, fryer, beverage dispensers and other equipment.

**WORKING CONDITIONS** - the following physical conditions and hazards may be encountered in this position:

* While performing the duties of this job, the employee is regularly in an indoor environment; and regularly exposed to risk of electrical shock and burn hazards. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.

**PHYSICAL REQUIREMENTS:**

* While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; talk or hear and taste or smell. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl.
* The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
* The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITIONS SUPERVISED:** None

**Signatures**

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature/Date Supervisor Signature/Date