

JOB TITLE: Food Services Associate

DEPARTMENT: Food Service

LOCATION: Union Campus

REPORTS TO: Food Service Manager

FLSA: Non-Exempt

LEVEL: 101

DATE: 7/22/19; 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).
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, excellence, dignity, accountability, environmental responsibility and global citizenry.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe and efficient manner and with minimal supervision.

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.

COMMUNICATION SKILLS: Ability to establish and maintain effective and cooperative working relationships with employees. Ability to interact and communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty and the general public. Ability to manage interpersonal conflict situations

requiring tact, diplomacy and discretion; ability to verbalize understanding of a problem or situation, ask relevant questions for clarification, and explain it to others. Follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

DECISION-MAKING and ANALYTICAL SKILLS: Requires limited decision making; perform manual duties; operate in a safe and efficient manner. Ability to understand and follow written and oral directions; ability to complete assignments without immediate supervision; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

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.

POSITIONS SUPERVISED: None

SIGNATURES:

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6712. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*