Job Title: Food Services Employee

JOB SUMMARY

The Food Service Employee is responsible for the preparation and serving of a variety of food items to students, staff, and visitors in the college’s dining hall facility.

MAJOR DUTIES

- Checks menu daily for list of items to be prepared;
- Serves food items at scheduled mealtimes according to standardized procedures;
- Assists in preparing meals for banquets, civic groups, receptions, etc., when requested;
- Prepares special diets for students when requested;
- Monitors appropriate temperature of hot/cold items;
- Follows safety food handling procedures to ensure the health and safety of customers;
- Operates and maintains food service equipment;
- Reports maintenance needs to the supervisor immediately;
- Assists in stocking shelf items, freezer, and coolers as items are received;
- Operates dishwasher for cleaning and sanitizing pots, pans, dishes, trays and utensils;
- Cleans tables and chairs and removes trash;
- Performs cashier duties; collects money and gives change to customers; operates debit card machine.

COMPETENCIES

- Knowledge of basic food safety practices for preparing and serving food
- Knowledge of personal hygiene
- Knowledge of proper cleaning methods and uses of the correct chemicals
- Knowledge of cash register operation
- Skill in interpersonal relations and dealing with the public

MINIMUM QUALIFICATIONS

No experience is required.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.