

DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Staff

DEPARTMENT: Food Service

DATE: May 24, 2003

SCHEDULE: Flexible

FLSA: Non-Exempt

REPORTING SUPERVISOR: Director of Food Service

JOB FUNCTION:

To support the food service, front of the house, in daily operations for the line server, deli server, cashier and dining room orderly positions. Positions available within food service include Dish Room Assistant, Pot Room Assistant, Bakery Assistant, CX Line Cook, CX Prep Cook, CX Cashier/Expediter, and CX Dining Room Attendant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

	<i>Percentage of Time</i>	<i>Frequency</i>	<i>Description</i>
1.	25%	Daily	Thoroughly sanitizes all work areas, using food service cleaning procedures.
2.	25%	Daily	Carries prepared food trays and/or pans to serving area. Distributes appropriate food portions on plates as per request of customer.
3.	25%	Daily	Lifts plates, trays, trash cans, and buckets to designated areas using safety procedures.
4.	25%	Daily	Adheres to opening and closing procedures.

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to be responsible for schedule, care of uniforms and any other equipment.
2. Good interpersonal skills requiring ordinary courtesy and respect are necessary to communicate effectively with students, faculty, and staff; and to provide information.
3. Ability to listen and follow direction in order to perform job duties.
4. Ability to count in order to receive and distribute money from the cash register.
5. Ability to have a neat and clean appearance for greeting students, faculty and staff. This will include proper attire of Collegiate Catering cap and polo shirt, which will be provided to you, along with closed toed shoes and pants (no holes). You must also wear a pair of slip proof shoe covers or slip proof shoes.
6. Ability to work independently in order to organize and prioritize workload.
7. Ability to complete safety training video.
8. Must have the ability to become familiar with all phases of ware washing an automatic dish machine.
9. Must have the ability to become familiar with the proper use of cleaning supplies and applications.
10. Must have the ability to organize and work well with others.
11. Must have the ability to learn a fundamental understanding of sanitation and how it relates to dishes.
12. Be up-to-date on Hepatitis shots.
13. Must be a regular, full-time day school student, enrolled in at least 12 hours per semester.
14. Must have completed a FAFSA form (Financial Aid) for the current academic year.

WORK CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. The conditions can be fast paced requiring complete attention. Food service requires that you must be alert in order to avoid problems.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds.