

JOB DESCRIPTION

Job Title: **Food Svc Worker**

Job Code: 80000026

Reports To: Supervisor, Asst. Director, Chef, Director

FLSA Status: Hourly

Approved Date: 05/07

SUMMARY: Prepares, presents, and serves food.

SUPERVISORY RESPONSIBILITIES: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ✓ Receives daily production assignments from supervisor.
- ✓ Basic food assembly as needed for assigned station.
- ✓ Limited production time required.
- ✓ Basic equipment and knife proficiency.
- ✓ Utilizes approved production standards to ensure proper quality, serving temperatures and standard portion control.
- ✓ Organizing and setting up workstation for required service on time.
- ✓ Serves customers in an efficient and friendly manner; resolves customer concerns.
- ✓ Greets customer, interacts in professional matter.
- ✓ Properly stores foods in designated areas following wrapping, dating, and rotation procedures.
- ✓ Cleans work areas, equipment and utensils; distributes supplies, utensils, and portable equipment.
- ✓ Assures compliance with all sanitation, ServSafe, MSDS, and safety requirements, including knife handling and proper use of safety equipment.
- ✓ Represents the company in a courteous, efficient, and friendly manner in all customer, client, and co-worker interactions.
- ✓ Other duties may be assigned as business requires.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: High school diploma or general education degree (GED), one to three months related experience and/or training, or an equivalent combination of education and experience.

Language: Ability to read and comprehend simple instructions, short correspondence, and memos in English. Ability to write simple correspondence in English. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to perform these operations using units of American weight measurement, volume, and distance.

Reasoning: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES/LICENSES/REGISTRATIONS: Must meet state and local health requirements for food handlers.

PHYSICAL DEMANDS: 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; walk; use hands to manipulate, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit, climb or balance, and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT: 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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, and risk of electrical shock. The noise level in the work environment is usually moderate.

DISCLAIMER: *This is not an exhaustive list of all responsibilities, skills, tasks, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to modify essential functions of the job, or to require that other or different tasks be performed when circumstances change.*

JOB DESCRIPTION ACKNOWLEDGMENT: Food Svc Worker DRAFT

I have received, read, and understand the above job description, and I can perform the essential functions of the job with or without reasonable accommodation. In the event that I need future, reasonable accommodation(s) it is my responsibility to submit a request in writing to management for review.

Signature Date

I require the following accommodation:
