

## FOOD SERVICES ASSISTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	35	09/14/17	Classified	1 of 2

### DEFINITION

To assist in the serving of food and perform cashiering duties in the snack bar, cafeteria, and/or faculty and staff dining room.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Prepare and service deli-type foods such as sandwiches, salads, and hot drinks.
- Slice meats, prepare filling for sandwiches, salads, and hot drinks.
- Clean work area and steam table; properly store food to ensure health safety.
- Operate cash register, count receipts at the end of the day.
- Open and close cafeteria, snack bar and/or staff and faculty dining room.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Basic food preparation and food storage.
- Sanitation principles as they relate to food service and kitchen maintenance.
- Inventory methods and procedures.
- Basic mathematic principles

Skill/Ability to:

- Follow oral and written directions.
- Count and handle money taken for payment of food.
- Operate a cash register and other equipment.
- Operate slicing and wrapping equipment.
- Prepare sandwiches and beverages.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.



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### EXPERIENCE AND TRAINING

- No experience required.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.
- Possession or the ability to obtain a ServSafe Certificate.

Adopted: 09/14/17