
Functional Title:	Food Service Assistant	Job Code:	1002-CA170
Classification Series:	Food Service	Band/Zone:	E1
Department:	Housing, Dining, & Guest Services	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of tasks related to assisting in the preparation and serving of meals for University students and guests.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Prepares kitchen and dining area which may include setting up grill, changing oil, stocking kitchen, setting up salad bar and the condiment or beverage areas.
- 2) Maintains clean and sanitary work and dining areas which may include sweeping and scrubbing, cleaning tables, countertops, and machines or washing dishes and utensils.
- 3) Prepares food for cooking which may include cleaning and peeling potatoes, cutting salad bar items, wrapping food, or preparing sandwiches.
- 4) May stock serving line and/or serve food; monitors condition of items in unrefrigerated settings such as salad bars; may operate cash register.

Reporting Relationships:

Direction Received: Reports to Food Service Manager of dining hall or head of other campus food preparation/distribution/serving area.

Direction Given: May occasionally monitor and train student employees.

Minimum Requirements:

Requires a high school diploma or GED. No experience required. Must pass Civil Service Test.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of basic food preparation techniques; knowledge of sanitation techniques; ability to understand and follow directions.

Working Conditions:

Physical effort usually requires considerable walking and standing with some lifting of materials weighing 25 to 50 pounds. Somewhat disagreeable working conditions due to exposure to high temperatures. Some element of personal risk due to very hot surfaces.