
Functional Title:	Food Service Assistant, Senior	Job Code:	1002-CA290
Classification Series:	Food Service	Band/Zone:	E2
Department:	Housing, Dining, & Guest Services	FLSA:	Non exempt
Date:	July 1997		

General Function:

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

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Performs kitchen prep including turning on equipment and assembling correct utensils; monitors oven and refrigerator temperatures.
- 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) May prepare recipes; measures and mixes ingredients; operates ovens; may slice meat.
- 4) May prepare reports of food production and consumption.
- 5) Serves as informational resource to student employees and other staff.

Reporting Relationships:

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

Direction Given: Occasional training and monitoring of student and classified employees.

Minimum Requirements:

Requires a high school diploma or GED and one year of commercial kitchen experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of basic food preparation techniques; knowledge of sanitation techniques; knowledge of cooking techniques.

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.