
Functional Title:	Food Service Specialist	Job Code:	1002-CS455
Classification Series:	Food Service	Band/Zone:	G1
Department:	Housing, Dining, & Guest Services	FLSA:	Non exempt
Date:	July 1997		

General Function:

Assists in the preparation of meals for University food service operations by developing menus and maintaining a recipe file.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Develops nutritious menus for all meals in all dining halls; ensures that all recipes are entered into the computer.
- 2) Develops and tests recipes; revises old recipes; enters new and revised recipes into computer system.
- 3) Creates table tents with information regarding nutrition and special events; distributes table tents weekly.
- 4) Creates special dinners; develops idea and theme, plans menu and decorations, and implements in all dining locations; plans and implements other special events for students or faculty groups.
- 5) Oversees student employees; establishes schedule and assigns tasks; monitors performance.
- 6) Oversees unit activities; sets priorities; ensures smooth flow of operations.

Reporting Relationships:

Direction Received: Reports to Director of Student Dining Services.

Direction Given: Functional guidance to a group of student employees on an on-going basis.

Minimum Requirements:

Requires nine months of training beyond high school in Home Economics and two years of related experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of general nutrition; knowledge of computer and office/desktop publishing software; event planning skills; supervisory skills.

Working Conditions:

Periodic assignments given which entail dealing with modestly unpleasant physical situations.