

Auxiliary Services Student Employee

NAME _____

1. POSITION TITLE Food Services Assistant	2. DEPARTMENT Dining Services
3. GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES Assists in the preparation of simple hot and cold foods using food service equipment and standard recipes; cleans equipment, production areas, serving and dining areas in a food service operation; washes dishes, pots and pans; operates a cash register to make cash sales transactions; performs related work as required.	
4. SUPERVISION RECEIVED Receives supervision from an assistant foods manager, dining hall supervisor, or food service manager.	
5. DETAILED STATEMENT OF DUTIES AND RESPONSIBILITIES <ol style="list-style-type: none">1. Assists in preparation of hot and cold foods and beverages using standard recipes and established procedures.2. Assists cooks and other full time staff by using manual or mechanical food service equipment in accordance with department procedures and using all available safety equipment.3. Cleans food preparation areas, serving areas and dining areas using standard methods to maintain department cleanliness and sanitation standards.4. Operates a cash register in accordance with department policies and procedures to make cash sale transactions.5. Washes dishes, trays, utensils, and pots and pans, using available equipment and established methods to maintain department cleanliness and sanitation standards.	
6. QUALIFICATIONS REQUIRED AT HIRE (List knowledges, skills, abilities) <ol style="list-style-type: none">1. Working knowledge of methods, materials, tools and equipment normally used in a food service operation.2. Working knowledge of food service sanitation procedures.3. Ability to perform moderately strenuous physical tasks normal to food service operation.4. Ability to follow simple oral and written instructions.	
7. QUALIFICATIONS ACQUIRED ON JOB (list knowledges, skills, abilities) Knowledge of department standards for sanitation and service. Knowledge of department procedures for preparation, service and storage of food and beverage.	
REMARKS	

SIGNATURE OF INCUMBENT

DATE

SIGNATURE OF SUPERVISOR

DATE