

DATE: 1-4-19

JOB TITLE:	General Utility Worker	JOB CODE:	HCYG
DEPARTMENT:	Dining Room	RATE TYPE:	Hourly

POSITION SUMMARY: Describe the general purpose of the job or why the job exists.

By: perform duties to maintain kitchen work areas, beverage stations, food service equipment, pots, pans, silverware, plates, tables and related areas in a clean and orderly fashion.

ESSENTIAL FUNCTIONS: The following is a list of the principle on-going responsibilities that are necessary to accomplish the purpose of the job.

- Have proper knowledge of cleaning chemicals
- Properly wipe and sanitize tables in seating area as well as counters and work space
- Able to change out all beverage machines with new product, as well as trouble shoot nonfunctioning machines
- Have the know-how to clean and sanitize all beverage machines
- Be able to fill, empty, clean and sanitize soft serve machines
- Operate all dish machines and or pot machines as well as detail of cleaning, emptying, and refilling machine
- Receives dishes/silverware off of the conveyor belt, disposes the waste, and loads them onto the dish belt as well as keeps up with the "pace" of dishes, not letting them "pile" up
- Sorts and puts away the small wares
- Sweeps and mops designated areas
- Various cleaning assignments during slow periods
- Follows all safety and sanitation rules pertaining to dish room
- Takes out trash
- Properly uses chemicals
- Cleans the mop rooms
- Cleans the dish room area, garbage areas and areas near and at conveyer belt
- Reports all safety hazards to management
- May be assigned other tasks as needed

Language Skills:

Communicate clearly and politely with students, employees, and management.

To do this kind of work, you must be able to:

- Follow instructions
- Lift 30-50 pounds
- Communicate clearly and politely with students, employees, and management
- Deal calmly and professionally with situations
- Know how to use all dish room equipment
- Have good judgement.
- Work in a fast paced "team manner" environment

PHYSICAL DEMANDS: Lifting, pushing, pulling, and walking.

Physical Demands:

Standing on feet during the whole shift. Lifting, pushing, pulling, and doing repetitive tasks. Working with hot and cold water, lifting 50 lb objects, and working with heavy machinery.

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JOB TITLE:	Floor Runner	JOB CODE:	RGYL
DEPARTMENT:	Residential Dining Room	RATE TYPE:	Hourly
POSITION SUMMARY: Describe the general purpose of the job or why the job exists.			
By: perform duties to maintain dining and work areas, beverage stations, food service equipment, pots, pans, silverware, plates, tables and related areas in a clean and orderly fashion.			
ESSENTIAL FUNCTIONS: The following is a list of the principle on-going responsibilities and outcomes that are necessary to accomplish the purpose of the job.			
<ul style="list-style-type: none">• To keep clean the dining hall to include the front dining hall area and tables, and chairs and anything associated with the general appearance of the dining hall. You will perform such tasks as removing trash, cleanliness of tables, Placement of "Wet Floor" signs when appropriate.• Keeping area organized and stocked such as tables, and chairs (according to floor layout), and keeping table condiments stocked, neat and clean.• Make sure all flavor stations are clean and full.• Maintaining cleanliness of sneeze guard glass in all food serving areas.• May be assigned other tasks as needed.			
TO DO THIS KIND OF WORK, YOU MUST BE ABLE TO:			
<ul style="list-style-type: none">• Work in a fast paced environment.• Be able to keep a neat, organized, clean, and safe area.• Follow all Sanitation and Safety Procedures.• Work in required uniform, and nametag, etc.• Work in a team manner• Communicate clearly and politely with staff, customers, and management. <p>Language Skills: Communicate clearly and politely with students, employees, and management.</p>			
PHYSICAL DEMANDS: Lifting, pushing, pulling, and walking.			
<p>Physical Demands: Standing on feet during the whole shift. Lifting, pushing, pulling, and doing repetitive tasks. Working with hot and cold water, lifting 50 lb objects, and working with heavy machinery.</p>			

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JOB TITLE:	Food Service Worker	JOB CODE:	RCXC
DEPARTMENT:	Residential Dining Room	RATE TYPE:	Hourly
POSITION SUMMARY: Describe the general purpose of the job or why the job exists.			
By: Adheres to all policies and procedures regarding safety and sanitation. Provides top notch customer service. Self-motivated to create consistent quality food and set high standards. Takes and implements direction from all members of management.			
ESSENTIAL FUNCTIONS: The following is a list of the principle on-going responsibilities and outcomes that are necessary to accomplish the purpose of the job.			
<ul style="list-style-type: none">• Arrives on time and in full uniform• Communicated effectively with other staff, clients and managers• Works collaboratively in a team atmosphere• Works quickly and efficiently• Continues to ask manager for assignments once a task has been completed• Keeps work station clean and organized throughout shift• Follows all safety guidelines, including wearing non slip shoes and the proper usage and changing of disposable gloves• Makes sure all proper sanitation methods are followed• May be assigned to other tasks as needed• Responsible for making all food orders in a quick and timely manner to ensure guests are not kept waiting• Make sure all dirty pans, dishes, utensils are brought to the dish room• Ensure that the closing checklist is fully completed at the end of the shift• Communicates to a member of management before taking breaks, or leaving for the day <p>Language Skills: Communicate clearly and politely with students, employees, and management.</p>			
TO DO THIS KIND OF WORK, YOU MUST BE ABLE TO:			
<ul style="list-style-type: none">• Work in a fast paced environment.• Be able to keep a neat, organized, clean, and safe area.• Follow all Sanitation and Safety Procedures.• Work in required uniform, and nametag, etc.• Work in a team manner• Communicate clearly and politely with staff, customers, and management.			
PHYSICAL DEMANDS: Lifting, pushing, pulling, and walking.			
<p>Physical Demands: Standing on feet during the whole shift. Lifting, pushing, pulling, and doing repetitive tasks. Working with hot and cold water, lifting 50 lb objects, and working with heavy machinery.</p>			