

# Classification Specification: Food Service Worker

Classification Number: 42341 Pay Grade: \_\_\_\_\_  
Effective Date: 9/27/2013 Current Exemption Status: Nonexempt

## Position Summary

Under the direct supervision of a Manager or Sous Chef, performs duties related to the operation of a service area, preparation of food and clean up of work area.

## Essential/Primary Duties

- Operates and maintains a food service area. Arranges, stocks, sets up and tears down service area. Serves food to customers, using correct serving techniques and portions. Maintains quality control standards. May need to fill and re-fill condiments for service.
- Assists in daily preparation of food, including weighing and measuring, and cleaning and preparing for cooking and/or serving. Operates a variety of kitchen equipment. May maintain production and temperature records as necessary.
- Performs clean up duties, including shutting down and cleaning equipment and food area; labeling and putting away food; moving tables; cleaning tables, chairs and walls; sweeping and mopping floors; emptying trash; and assisting in clean up of kitchens, lines and dining halls. May work in dish machine and pots and pans area during specified periods of time.
- May operate cash register.

## Experience and Education

### Experience

- No previous related experience required

### Education

- High school diploma or GED required

## Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.

## Working Conditions

Work is performed in an environment with exposure to somewhat disagreeable or hazardous conditions.

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## Essential Competencies and Skills

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to communicate clearly verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate and use manual and power custodial equipment
- Ability to demonstrate culinary skills such as food preparation, seasoning and cooking and proper storage
- Ability to operate various culinary equipment
- Knowledge of basic computer skills

## Supervisory Responsibility

**Full-Time**  
None

**Part-Time**  
None

## Providing Direction

**Full-Time**  
None

**Part-Time**  
None

## Responsibility for Student Workers

Provides work direction and may schedule and/or provide formal feedback.