

AgriLife Classification Description

Last Updated: 10/13/11

4301
FOOD SERVICE WORKER
11/01/01

SUMMARY

General Description: Assists in food preparation/production and service functions, including cleaning and special projects as required.

DUTIES

Typical: Perform any of the following duties as directed or assigned:

Assists on a shift with other personnel in the preparation of a wide variety of food items in accordance with the established menu using standardized recipes from the food management software system.

Hot food items include, but are not limited to, proper preparation and cooking of meats, casseroles, vegetables, sauces, etc.

Cold food items include, but are not limited to, preparation and presentation of fruit, vegetables and salads. Preparation may involve peeling, paring, coring, washing, sectioning, cutting, or scoring as may be appropriate.

Other food preparation items may include, but are not limited to, cookies, dessert items, condiments, dressings, mousses, gelatins, puddings, etc.

Techniques may involve display, cook-to-order or a traditional back-of-house kitchen environment where batch preparation is more conducive for a catered event or dining hall environment.

Garnishes food items, plates and platters as directed.

Operates and maintains equipment including, but not limited to, gas/electric flat surface grills, deep fryers, stoves, ovens, mixers, hand utensils, etc.

Responsible for cleaning and sanitation of equipment and utensils within the preparation/ kitchen area.

Attend serving line station.

Maintain beverage stations;

Perform front of house cleaning/sanitation activities that may include, but not necessarily limited to, sweeping/scrubbing/mopping floors; bus tables to include cleaning/sanitizing table tops and chairs.

Perform rear of house cleaning/sanitation activities that may include, but not necessarily limited to, dish/pot room attendant, sweeping/scrubbing/mopping floors, removal of garbage/trash from unit to approved disposal containers.

Compliance with all state and county health department and safety regulations. Maintain high standards of sanitation as a priority.

Performs assigned tasks in a safe manner, utilizing personal protective items/equipment as appropriate, instructed and/or mandated by regulation.

Reports unsafe actions or conditions to supervisor immediately.

Support and follow unit/department safety program and policies.

Maintain 100% "on time" compliance with university required training for ALL employees (Orientation to the A&M System; Ethics; Creating a Discrimination Free Workplace; Reporting Fraud, Waste and Abuse; Information Security Awareness CSCN).

Satisfactory completion of Dining Services BASE training.

Maintain refresher training as necessary to maintain required food handler certification.

Understand and be committed to, and supportive of affirmative action and non-discrimination goals and customer-focused quality services.

University Dining is committed to providing courteous, responsive, quality service to its customers by fostering a respectful, positive, and welcoming environment for everyone.

Employees are responsible for representing the department to internal and external customers by actively supporting diversity, maintaining 100% "on time" compliance with all university required training for all employees, approving time worked and requesting appropriate leave in a timely manner, reading and responding to electronic communications, reviewing/reading information listed on the department intranet, performing assigned tasks in a safe manner, adhering to all state and county health department rules and regulations, adhering to department food safety policies, utilizing personal protective items/equipment as appropriate or instructed by supervisor or department.

Reporting unsafe actions or conditions to supervisor immediately and supporting and following unit/department safety guidelines, practices and policies.

Individuals in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc.

Follows and maintains principles for safe food handling practices thereby ensuring only quality, uncontaminated, food items are prepared and served to customers.

Demonstrates an understanding of the Key Practices for Ensuring Food Safety.

Prepares food items according to instructions.

Controls time and temperature when preparing/serving foods.

Ensures items are properly labeled and stored if not prepared for immediate use on the serving line.

Follows proper storage procedures for dry, cooler and freezer goods.

Follows (Hazardous Analysis of Critical Control Points) HACCP principles to include documentation of required process checks.

Prevents cross contamination of food during preparation, cooking and/or serving.

Ensures proper storage of leftover food products.

Practices good personal hygiene at all times.

Utilize proper cleaning and sanitizing procedures.

Follow unit/department customer services guidelines to ensure customer satisfaction.

Maintains professional appearance according to uniform procedures and standards for assigned unit and other activities as may be assigned.

Participate in weekly staff meetings, emphasis classes, programs of quality assurance, peer review, continuing education and/or in service training directed or assigned.

Performs other related duties as required.

SUPERVISION

Received: Detailed initial instruction and frequent review from assigned supervisor.

Given: None.

EDUCATION

Required: Must be able to communicate effectively and comprehend written and oral instructions in English. Ability to multi-task and work cooperatively with others in a team oriented environment. This is an entry level position.

Preferred: High school graduation or any equivalent combination of training and experience. Previous experience in the preparation of hot food items utilizing a flat surface grill or cold food items such as salads, sandwiches, etc.

LICENSES, CERTIFICATES OR REGISTRATION

Required: Required to obtain Food Handlers' Certification within 60 calendar days from date of hire as a condition of employment. This certification is available through TAMU University Dining or the Brazos County Health Department. If the certification is not acquired during the 60-day period, employment will be terminated. Certification must be maintained as a condition of employment.

Preferred: None.

EQUIPMENT

Typical: Use of standard commercial food service equipment and utensils.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Physical ability to withstand long hours of standing and moderately strenuous work. Capable of lifting moderate weight cases of food items or supplies and carry short distances within the work area. Regular exposure to wet and slippery floors, steam, heat and walk-in cooler/refrigerator and freezer temperatures as well as ambient weather conditions.