



**Job Title:** Food Service Full Time Pool Worker

**Exemption Status/Test:** Non-Exempt

**Reports to:** Cafeteria Manager

**Date Revised:** November, 2015

**Dept. /School:** Student Nutrition Services

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**Primary Purpose:**

Work under moderate supervision to prepare and serve appropriate quantities of food to meet menu requirements. Maintain high standards of quality in food production, sanitation and safety practices.

**Qualifications:**

**Education/Certification:**

None specified.

**Experience:**

None.

**Special Knowledge/Skills:**

Ability to understand written and verbal food preparation and safety instructions

Working knowledge of kitchen equipment and food production procedures

Ability to operate large and small kitchen equipment and tools

Ability to perform basic math

**Major Responsibilities and Duties:**

**Food Preparation and Serving**

1. Prepare quality food according to a planned menu of tested and uniform recipes.
2. Serve food according to meal schedules, departmental policies and procedures. Practice and promote portion control and proper use of leftovers.
3. Store and handle food items and supplies safely and according to established procedures. Maintain a clean and organized storage area.

**Safety and Sanitation**

4. Operate tools and equipment according to prescribed safety standards, and follow established procedures to meet high standards of cleanliness, health and safety.
5. Keep garbage collection containers and areas neat and sanitary.
6. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
7. Maintain personal appearance and hygiene.

**Other**

8. Handle and record cashier functions accurately.
9. Maintain daily food preparation records.

- 10. Promote teamwork and interaction with fellow staff members.
- 11. Perform other duties as assigned.

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard large and small kitchen equipment and tools including electric slicer, mixer, pressure steamer, sharp cutting tools, stove, oven, dishwasher and food/utility cart

**Posture:** Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Continual walking; frequent climbing (ladder); grasping/squeezing, wrist flexion/extension and reaching/overhead reaching

**Lifting:** Frequent moderate lifting and carrying (up to 40 pounds)

**Environment:** Work inside in commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, biological hazards, chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.