



## Position Announcement June 2018

**Position:** Food Service Employee

**Position Status:** Part-time

**Application Deadline:** June 27, 2018

### **Job Summary:**

Responsible for the preparation and serving of a variety of food items to students, staff, and visitors. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.

### **Major Responsibilities include, but are not limited to the following:**

- Checks menu daily for list of items to be prepared;
- Serves food items at scheduled mealtimes according to standardized procedures;
- Assists in preparing meals for banquets, civic groups, receptions, etc., when requested;
- Prepares special diets for students when requested;
- Monitors appropriate temperature of hot/cold items;
- Follows safety food handling procedures to ensure the health and safety of customers;
- Operates and maintains food service equipment;
- Reports maintenance needs to the supervisor immediately;
- Assists in stocking shelf items, freezer, and coolers as items are received;
- Operates dishwasher for cleaning and sanitizing pots, pans, dishes, trays and utensils;
- Cleans tables and chairs and removes trash;
- Performs cashier duties; collects money and gives change to customers; operates debit card machine.

### **Job Competencies:**

- Knowledge of basic food safety practices for preparing and serving food
- Knowledge of personal hygiene
- Knowledge of proper cleaning methods and uses of the correct chemicals
- Knowledge of cash register operation
- Skill in interpersonal relations and dealing with the public

### **Location / Work Schedule:**

The College is seeking to fill multiple positions to work between the Café hours of 10:00 a.m. to 3:00 p.m. Monday through Friday. Weekly work hours are limited to a maximum of 29 hours; actual work schedule will be based on need. Additional hours or a flexible schedule to include evening and/or weekend hours will be required as needed. Position will be located at the Macon campus Café with possible travel to other college campus locations as needed.

### **Minimum Qualifications:**

- None required

**Preferred Qualifications, in addition to minimum qualifications:**

- 6 months or more work related experience
- SafeServ certification

**Salary/Benefits:**

Gross hourly wage of \$7.50 per hour. Part-time positions do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Part-time positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**APPLICATION PROCEDURE:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.