

FEDERAL WORK STUDY PROGRAM

College Café Cashier/Kitchen Worker

Location: Griffin HOURS – 6:00 a.m. – 11 a.m.; 9:00 a.m. – 2:00 p.m.; 12:00 noon – 4:00 p.m.

Supervisor: Lisa Mobley Pay Rate: $10.00

Under instructor and Lab assistant supervision, performs simple food preparation tasks such as making salads, sandwiches, carving meats and brewing coffee; plans work orders so that items are served together and finished at the same time; cooks food items requiring short preparation times; develops good customer service skills in taking orders; inputs orders in a POS system; accepts cash payments and make correct change. Students will be responsible for balancing their cash drawer and held accountable for any cash shortages. Maintains cleanliness according to Health Department requirements for all food preparation areas, refrigerators and equipment, as well as counters and tables; provides assistance with receiving and stocking supplies.

Must be able to purchase $25 SCTC chef uniform;

Must take and accept direction and feedback from supervisors and follows through appropriately;

**Attendance, punctuality & excellent customer skills** are a must; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately. Documentation must be provided to excuse absences.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Problem solving: to be able to deal with obstacles and pressure; seeks alternative solutions to problems and have personal initiative to prevent them in the first place.

**Minimum Qualifications:**
Food service experience not necessary, will train; self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills; ability to operate in a fast paced environment; efficiently operate cash register; ability to maintain uniform attire; demonstrates a professional demeanor when interacting with customers.

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