FEDERAL WORK STUDY PROGRAM

Culinary Equipment and Food Inventory Assistant

Location: Griffin

Supervisor: Carolyn Fludd 8:30 a.m.-5:00 p.m. Hourly Rate: $10.00

Under general supervision, provide assistance to the Culinary Lab Assistant and Chefs with the equipment inventory system, ensure culinary equipment is in good working order and properly maintained.

Responsibilities also include working with the Culinary Lab Assistant with maintaining proper usage levels of culinary paper, supplies, and food inventory.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy if arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

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

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
Excellent interpersonal and customer service skills; self-starter; highly organized; and strong verbal communications skills.