**FOOD SERVICES EMPLOYEE**

**PART TIME**

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**GRIFFIN CAMPUS**

**MINIMUM QUALIFICATIONS:**

No prior experience required.

**PREFERRED QUALIFICATIONS:**

Excellent computer skills and/or POS system; A diploma from a regionally accredited private or public post-secondary college in Culinary Arts (or customer service related field) or two years of work experience in the food service industry, and “Serve-Safe” certified. Excellent organizational skills in handling purchasing and receiving food items; experience filing invoices and completing money deposits. Taking inventory and placing orders with vendors; filling invoices into two categories (classroom supplies versus live work program); preparing case register drawers, counting money and making deposits.

**RESPONSIBILITIES**:

Responsible for the preparation and serving of a variety of food items to students, staff, and visitors in the Crescent Café. 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 credit/debit card machine.

**COMPETENCIES**:

Applicant must have competent knowledge of basic food safety practices for preparing and serving hot 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. Ability to bend, stoop and lift up to 50 pounds.

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

Only those who are scheduled for an interview will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

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