

CENTRAL FLORIDA COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE: CATERING ASSISTANT
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE C-1

STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Provide staff support to the Food Service/Catering Services area. Key duties revolve around ensuring a seamless delivery of service to customers to facilitate successful events at CF campus venues as needed.

At the College of Central Florida, our vision is to be “Your first choice for quality higher education.” We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required.
2. Years of experience in field: None required.
3. Special skills or abilities related to position: Excellent customer service skills. Verbal and written communication. Ability to take instruction and carry out services as directed.

ESSENTIAL JOB FUNCTIONS:

1. Present a professional appearance and provide food service on behalf of the College of Central Florida for all scheduled food service events.
2. Complete pre-event and post-event meetings with Food Service supervisors to make sure all areas of service are carried out and determine areas of improvement.
3. Set up and service all food and beverage orders as requested.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Assist the Food Service area with support to keep all equipment accounted for and in good working condition.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works in a food service environment.
- Works outside and inside.
- Very flexible hours required.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: CF Cafeteria and CF Campus Venues

SUPERVISOR OF POSITION: Coordinator for Food Services and/or Manager of Conference and Food Services