COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: SPECIALIST - CAFETERIA SERVICES

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To assist the Coordinator-Food Services with the daily operation of the cafeteria, and the preparation of all catering events as arranged by the Conference Services staff.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High School Diploma or equivalent required. Associate’s degree in Culinary Arts or related Hospitality field preferred. Must have or achieve within six months of hire the Food Handler certification.

2. Years of Experience in field: Minimum of two years of work experience in the field required with at least one year as coordinator of food service and/or hospitality management preferred. A current Florida Drivers License is required.

3. Special skills or abilities related to position: Demonstrate ability to prepare food items. Attention to detail and accuracy in presentation, cost controls, and future planning needs. Ability to step into all positions in the Patriot Café when necessary. Be committed to assisting the Coordinator-Food Services in operating an effective and profitable food service department.

ESSENTIAL JOB FUNCTIONS:

1. Have the ability to open and/or close the Patriot Café and Cyber Café following established policies and procedures for that area.

2. Assist the Coordinator-Food Services with the supervision of line staff and their assigned duties and responsibilities.

3. Assist with sales and delivery of daily food service in the Patriot Café.

4. Prepare list for purchasing food and supplies for the cafeteria and catering services, and the daily food operation.

Revised 12-13-11
New - 3-25-08
ESSENTIAL JOB FUNCTIONS: (Continued)

5. Maintain industry accepted operational standards.
6. Follow rigid established procedures in relation to safety and sanitation laws.
7. Maintain all assigned work areas ensuring cleanliness, par stock, and proper stock rotation.
8. Abide by dress code set forth by College policies.
9. Maintain effective communications among Cafeteria, Conference Services, faculty, staff and students.
10. Assist Coordinator-Food Service with month end inventory.

(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.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Able to sit at a desk and view a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Light (up to 15 pounds) lifting
- Walking
- Standing
- Sitting

ENVIRONMENTAL CONDITIONS:

- Works within in a food service environment. This could be both indoor and outdoors.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Coordinator – Food Services