

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: CYBER CAFÉ SPECIALIST - I
(Part-time - Not to exceed 25 hours per week. Flexible Schedule)

PAY GRADE: C-3

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To assist the Coordinator/Food Services with the daily operation of the Cyber Café, and the coordination and completion of all catering requests as arranged by Conference/Food Services staff.

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. Additional training preferred. Must have or achieve within six months of hire, ‘Serve Safe Food Handler’ certification.
2. Years of experience in field: Minimum of two years’ work experience in Coffee Shop/Food Service field.
3. Special skills or abilities related to position: Demonstrate ability to prepare food and beverage items. Attention to detail and accuracy in presentation, cost controls, and future planning. Ability to operate POS registers. Ability to make mathematical calculations with reasonable speed and accuracy. Ability to handle large sums of money accurately and responsibly. Ability to work with minimal or no supervision. Ability to understand and follow written and oral instructions. Ability to establish and maintain effective working relationships with employees and the general public. Be committed to assisting the Coordinator/Food Services in operating an effective and profitable food service department.

ESSENTIAL JOB FUNCTIONS:

1. Function as a cashier. Process payment transactions and deposits.
2. Assist with sales and daily food/beverage service in the Cyber Café.
3. Maintain industry accepted operational standards.
4. Follow rigid established procedures in relation to safety and sanitation laws.
5. Maintain all assigned work areas ensuring cleanliness, par stock, and proper stock rotation.
6. Abide by dress code set forth by College policies.
7. Maintain effective communication among Food Services, Conference Services, faculty, staff and students.

(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 an office environment.
- Works in telephone switch room.

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

PRIMARY LOCATION OF JOB: Building 3, Cyber Café, Ocala Campus

SUPERVISOR OF POSITION: Coordinator of Food Services