

CENTRAL FLORIDA COMMUNITY COLLEGE

JOB DESCRIPTION

JOB TITLE: GRILL COOK II
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-2

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Serve as the lead cook for the short order grill in the Cafeteria Services area.

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: A high school diploma is required.
2. Years of experience in the field: Two years of full-time work experience in the field of foodservice or culinary arts is preferred.
3. Special skills or abilities related to the position: Prepare the menu items associated with the grill area of the cafeteria. Ability to multitask at a high-volume workstation. Exhibit positive human relations and customer service skills when dealing with colleagues and /or students.

ESSENTIAL JOB FUNCTIONS:

1. Open or close the café area. Handle any pre-opening duties or post-closing duties as assigned by the Coordinator - Food Services or Specialist II-Food Services.
2. Prepare hot/cold food as ordered by the customer at the grill for breakfast, lunch, or dinner as assigned.
3. Follow menu specifications as developed by the Coordinator – Food Services or Specialist II-Food Services. Maintain a daily par inventory for all items served at the grill. Replenish the inventory at the grill daily, as needed, from the kitchen inventory before the assigned shift.
4. Maintain all assigned work areas ensuring cleanliness, par stock, and proper stock rotation.

Essential Job Functions (continued):

5. Keep all food used at the grill area safe and properly stored.
6. Monitor the meat's temperature to ensure it is cooked safely.
7. Maintain proper portion controls per menu specifications.
8. Follow rigid established procedures concerning safety and sanitation laws.
9. Conform to the schedule set forth by the Coordinator – Food Services or Specialist II – Food Services and practice personal hygiene and grooming standards.
10. Abide by dress code set forth by college policies.
11. Other duties as assigned.

(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 a 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.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Coordinator of Food Services