

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

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

PAY GRADE: C-1

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

Serve as the cook for the cafeteria.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: High school diploma or GED required.
2. Years of experience in field: Two years' work experience in the field of culinary or food service.
3. Special skills or abilities related to position: Prepare hot and cold food as requested by the Food Service Manager. Exhibit positive human relations skills when dealing with colleagues and/or students. Ability to maintain high standards as related to health and safety codes.

### ESSENTIAL JOB FUNCTIONS:

1. Prepare hot/cold food as requested by specifications of Coordinator of Food Services.
2. Maintain all assigned work areas ensuring cleanliness, par stock, and rotation production area.
3. Assist in appropriately storing all foods in relation to dry storage areas, refrigeration and frozen items and ensuring all food items are properly labeled.
4. Report any discrepancies to the Coordinator of Food Services that deals with food and sanitation violations or related issues.
5. Properly prepare and garnish foods.
6. Follow through on proper procedures in relations to HACCP Guidelines.
7. Develop and implement a routine schedule of a thorough wash down of assigned work areas.
8. Accomplish proper rotation of food stock utilizing the first in first out concept.
9. Adhere to all guidelines and requests proposed by health department, OSHA, MSDS, and human relations policies set for the by the College and state authorities and implement all objectives for corrections in regard to written citations.
10. Conform to scheduling set forth by the Coordinator of Food Services and practice personal hygiene and grooming standards.

ESSENTIAL JOB FUNCTIONS (Continued):

11. Abide by dress code set forth by the college policies.

(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 inside 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