

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: SPECIALIST II – FOOD SERVICES

PAY GRADE: C-5

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To assist the Director of Conference and Food Services with the daily operation of the Patriot Café, supervise the café team in the absence of the Director, and deliver all catering events as arranged by the Conference 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 is preferred. Must possess ‘Serve Safe Food Handler’ certification.
2. Years of experience in the field: A minimum of two years of work experience in food services is required. A minimum of one year in a supervisory or management role, not necessarily in a food service environment.
3. Special skills or abilities related to the position: Demonstrate ability to prepare food and beverage items. Attention to detail and accuracy in presentation, cost controls, and future planning. Ability to operate a POS register and make minimal changes as necessary. Ability to make mathematical calculations with reasonable speed and accuracy. Ability to handle large sums of money accurately and responsibly. Ability to follow opening and closing procedures. 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 Director of Conference and Food Services in operating an effective and profitable food services department.

ESSENTIAL JOB FUNCTIONS:

1. Prepare and deliver catering for on-campus events as coordinated through the Conference Services staff.
2. Assist with the sales and delivery of daily food service in the Patriot Café and Cyber Cafe.
3. Prepare the list for purchasing food and supplies for catering services and the daily food operation.
4. Prepare the registers for daily sales, and process daily deposits.
5. Prepare payroll for processing.
6. Maintain industry-accepted operational standards.
7. Follow rigid established procedures in relation to safety and sanitation laws.
8. Maintain all assigned work areas ensuring cleanliness, par stock, and proper stock rotation.
9. Abide by the dress code set forth by college policies.
10. Maintain effective communications among food services staff, Conference Services, faculty, staff, and students.
11. Assist the Director of Conference and Food Services with month-end inventory or as often as needed.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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 accommodation may be made to enable individuals with disabilities to perform 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.
- Works outside and inside.
- Very flexible hours required.

ENVIRONMENTAL CONDITIONS (continued):

(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: DIRECTOR – CONFERENCE AND FOOD SERVICES