

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION OUTLINE

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

PAY GRADE: C-1

OVERTIME STATUS: NE

### MAJOR RESPONSIBILITY:

General assistance in the overall smooth operation of the Patriot Café.

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: GED or high school diploma required.
2. Years of experience in field: Six months' work experience in the field of food service or culinary arts preferred.
3. Special skills or abilities related to position: Back up the primary grill cook by preparing the menu items associated with the grill area of the cafeteria. Ability to multi task at a high-volume workstation. Assist with basic kitchen prep work, cleaning and closing of the food service area. Exhibit positive human relations and customer service skills when dealing with colleagues and /or students.

### ESSENTIAL JOB FUNCTIONS:

1. Assist in general preparation of back up food and beverage items.
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 – Cafeteria Services.
4. Maintain all assigned work areas ensuring cleanliness, par stock and proper stock rotation.
5. Follow rigid established procedures in relation to safety and sanitation laws.
6. Sweep, mop and prepare the café area for the next day.

ESSENTIAL JOB FUNCTIONS (continued):

7. Conform to scheduling set forth by the Coordinator – Food Services and practice personal hygiene and grooming standards.
8. Abide by dress code set forth by college policies.

(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 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 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