

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: SPECIALIST – CAFETERIA SERVICES

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To assist the Coordinator/Cafeteria Services with the daily operation of the cafeteria, and the coordination and delivery of all catering events as arranged by the Conference Services staff.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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. Associate's degree in Culinary Arts or related Hospitality field preferred. Must have or achieve within six months of hire the Food Handler certification.
2. Years of Experience in field: Minimum of two years of work experience in the field required with at least one year as coordinator of food service and/or hospitality management preferred.
3. Special skills or abilities related to position: Demonstrate ability to prepare food items. Ability to coordinate with the Conference Services team for future sales and catering events. Attention to detail and accuracy in presentation, cost controls, and future planning needs. Ability to understand set up and time requirements for specialized events. Be committed to assisting the Coordinator/Cafeteria Services in operating an effective and profitable food service department.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate catering for on campus events with Conference Services staff.
2. Assist with sales and delivery of daily food service in the Patriot Café.
3. Prepare list for purchasing food and supplies for the catering services, and the daily food operation.
4. Maintain industry accepted operational standards.
5. Follow rigid established procedures in relation to safety and sanitation laws.
6. Maintain all assigned work areas ensuring cleanliness, par stock, and proper stock rotation.
7. Abide by dress code set forth by College policies.
8. Maintain effective communications among Cafeteria, Conference Services, faculty, staff and students;
9. Assist Coordinator/Cafeteria Services with month end inventory.

(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 accommodation 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 within in a food service environment. This could be both indoors and outdoors.

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

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Coordinator – Cafeteria Services