



POSITION TITLE: FOOD SERVICES ASSOCIATE
DEPARTMENT: FOOD SERVICES
REPORTS TO: FOOD SERVICES MANAGER / CHEF
CLASSIFICATION: NON-EXEMPT, FULL-TIME

The Food Services Associates primary function is to assist the Dining Service Manager in the day-to-day operations of the Dining Room. She/he is responsible for assisting in the preparation of meals, cleanliness of the dining room and ensuring a positive experience for all who receive a meal. The incumbent is responsible for coverage in the absence of Manager.

RESPONSIBILITIES:

- Arm and disarm alarm
- Turn oven and steamers on in preparation for daily meal
- Assist with kitchen set-up (turn on oven, steamer, etc.)
- Set up tables and chairs
- Turn on TV- Music station
- Prepare daily sign in sheets for the hot meal and lunch/snack distribution.
- Complete temperature logs for all coolers and refrigerators
- Collect food items, paper products from inventory as needed for the kitchen
- Clean refrigerators once per week
- Ensure all stations are covered to ensure timely opening of the Dining Room
- Set up serving line
- Fill pitchers with ice water for tables
- Assist in the cleaning of kitchen equipment
- Utilize washing machine and dryer to clean kitchen towels
- Distribution of snack packs and collection of signatures
- Wipe down tables and chairs with sanitation solution daily at end of day
- Assist the chef in the preparation of the next day's meal (rice, salads, meat, etc.)
- Sweep and mop floors
- Empty trash
- Wash pots and pans as needed
- Operate dishwasher for the cleaning of food trays
- Assist with deliveries and proper storage of food and supplies
- Perform other duties as assigned

QUALIFICATIONS:

- High School Diploma, GED certificate or comparable educational experience
- Computer Proficiency; able to read, write English and follow directions
- Demonstrated ability to plan and organize concurrent activities
- Must possess all local, state and/or county required food handling/sanitation licenses/certificates
- Able to work flexible hours
- Knowledge of public health sanitation standards
- Able to lift minimum 50 lbs.

Skills:

- Strong communication, relationship-building, organizational, interpersonal and problem-solving skills
- Excellent customer service skills.