Job Description

Position: Food Server/Kitchen Personnel
Reports To: Campus Director/ Kitchen Volunteer Coordinator

Duties and Responsibilities:

- Responsible for assisting kitchen personnel in areas of need (line servers, dishwashers, helping to set up for meals and helping to clean up after meals).
- Assist in some preparation of food (ex. Plate desserts, brew coffee, make ice tea, etc.).
- Responsible for the set up and breakdown of buffet tables.
- Responsible to help keep the dining and kitchen area clean and organized.
- Notify staff of items that need to be replenished and restocked.
- Responsible for helping to rotate perishable items at the end of the shift, to help insure fresh product.
- Responsible for serving guests in a pleasant, efficient, courteous and professional manner.
- Responsible for assisting with dishes when necessary.
- Responsible for the changing and emptying of trash receptacles.
- Responsible for coming to work neat and clean and in proper attire.
- Be familiar with the communication system in the event of an emergency.
- Responsible for assisting with some programming and activity events when required.
- Responsible for other duties that may be assigned from time to time.

Food Service Personnel:

Should be able to do some light lifting/unloading/moving of food supplies; lift dishes to storage locations; use basic kitchen equipment safely; operate basic electrical and mechanical equipment; maintain appropriate water temperature and food temperatures; determine cleanliness of dishes/trays, food contact surfaces and kitchen areas; and assess the condition and quality of the food coming out. If anytime there is a question with any of these items the Campus Director and/or Head Chef should be notified.

Additional Food Service Procedures:

1. Volunteers working in the kitchen will be required to wear closed-toe & low heel shoes. All shoes must have rubber soles to prevent slips and falls.
2. Machines can only be operated after you have a complete understanding of all pertinent facets related to that piece of machinery.
3. When using a knife- always use the proper knife for the job and cut away from the body.
4. Lifting correctly is important. Always bend your knees, get a firm grip and lift with your legs. Do not lift over 25 pounds without help.
5. When working around the food- hair needs to be tied back and or covered with a hat.
6. When handling food- volunteers should be wearing/ plastic rubber gloves.
7. All volunteers are expected to adhere to all Department of Human Services and Bureau of Health requirements.