JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Food Services Worker III

Job Code: 10465

Salary Grade: 16

FLSA Status: Non-Exempt

Job Family: Hospitality

Job Subfamily: Dining & Catering Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Position Summary

Serves as a frontline supervisor responsible for leading daily food service operations, including assigning staff tasks, adjusting schedules, and training team members on quality standards.

Job Responsibilities

1. Assigns daily work to food services staff, sets priorities, and adjusts schedules to meet staffing needs.
2. Trains, and assesses food services staff on standard procedures and quality expectations.
3. Supervises food production and works on the line, in the kitchen, or at the register as needed.
4. Enforces sanitation guidelines and unit policies across food services operations.
5. Monitors cash reporting, payment card handling, and compliance with payment security standards.

Minimum Requirements

Required Education & Experience:

- Experience: 5 years

Required Certifications or Licenses:

- Food Handlers License required within 30 days of hire.
- A valid Oklahoma driver's license is required to operate University vehicles. (Employees who do not currently hold an Oklahoma driver's license must be able to obtain one within 30 days of hire).

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge: Demonstrates proficient working knowledge of routine work processes and tools, and intermediate knowledge of concepts, practices, and procedures.
- Communication & Collaboration: Explains practices, procedures and policies to reach agreement with others outside of the work area.
- Problem Solving: Anticipates, recognizes, and solves routine issues that occur within the team, department or customers without supervisory approval.
- Autonomy: Has responsibility for making minor changes in activities and processes to solve problems or improve effectiveness of area.
- Leadership: May act as lead position within job function and title grouping, providing operational guidance to team members with same or similar work.
- Safety Comprehension: Ability to read, understand, and follow instructions on cleaning product labels, chemical Safety Data Sheets (SDS), and equipment operating procedures.

Working Conditions

- Food service or event environment with exposure to kitchen conditions, temperature variation, and cleaning agents.
- Frequent standing, walking, and lifting; use of commercial equipment.
- Requires evening, weekend, and holiday hours during events and peak service periods.
- This position has been designated as safety-sensitive.

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