JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Food Services Worker

Job Code: 6758

Salary Grade: S03

FLSA Status: Non-Exempt

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.

Duties and Responsibilities

Performs a wide range of duties involved with preparing and/or serving foods and beverages and Follows proper kitchen standards when cleaning/sanitizing the work area (floors, food carts, cabinets, tables, kitchen utensils and equipment, dishes, and tableware, etc.).

- Prepares, produces, and/or sets up and serves food items to include daily specials, standard menu offerings, limited time offerings, infusion meals, catering meals, standard menu, etc.
- Stocks and stores food services items.
- Receives, rotates, and dispenses food commodities using all applicable guidelines.
- Utilizes various kitchen utensils, appliances, and heavy/industrial equipment in food preparation.
- Operates a variety of manual and/or automatic kitchen equipment such as ovens, grills, dishwashers, mixers, slicers, etc.
- Promotes a safe and healthy workplace by identifying unsafe practices, unsafe equipment, and removing refuse as soon as appropriate.
- Uses appropriate practices for safe cleaning and is responsible for own safety and safety of others.
- Provides professional and exceptional customer service.
- Adheres to University policies, as well as health department quality and safety standards.
- Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Qualifications

Education:

Required: High School Diploma or GED.

Experience:

· None

Certifications or Licenses:

· None

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

Knowledge, Skills, and Abilities

- Basic math skills
- Customer service
- Ability to use kitchen and dish room tools with reasonable proficiency
- Skilled in the safe, sanitary, and effective handling of food, cooking utensils, food processing equipment, walk-in refrigeration, elevators, cash registers, food digester, dishwashers, time clock, etc.
- Ability to read and interpret routine written materials, menus, instructions and emails.
- Ability to handle varying workloads and meet deadlines as necessary
- Communicates effectively verbally and in writing

Working Conditions

Physical:
Perseverance, both physically and mentally, for fast-paced and demanding responsibilities required. Exposure to disagreeable conditions such as handling greasy, dirty materials, walking on slippery floors, walking or riding between buildings on campus, going in and out of walk-in refrigeration units, etc. Frequent and repetitive arm and wrist movement. Exposure to chemicals and noxious odors. Ability to lift objects up to 50 lbs., and push/pull up to 100 lbs., depending on job assignment. Ability to stand and/or walk for long periods of time. Climb stairs, as necessary, and depending on job assignment, occasionally to frequently. This will be determined by employee's assignment.

Environmental:
Adapt to a large kitchen environment with varying temperatures (-8 to 80 degrees Fahrenheit). As essential personnel you may be required to work during University closings. Nights and weekends may apply for any operations especially those operating 24/7.

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