JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Food Service Worker Senior

Job Code: 7128

Salary Grade: S05

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.

Job Responsibilities

Under general supervision, responsible for a wide range of tasks associated with the preparation, production, cash handling, and/or serving of food items, with an emphasis on quality, safety, sanitation, and customer service.

- Prepares food according to recipes. Ensures optimal quality of food from preparation to serving.
- Performs cash handling, including running a register.
- Orders food products based on food consumption and inventory records.
- Oversees and maintains inventory records for all items.
- Determines work priorities and assigns work to Food Service Workers and student employees.
- Performs various duties as needed to successfully fulfill the functions of the position.

Minimum Requirements

Education:

Required: High school diploma or GED or graduate of culinary school.

Experience:

Required: 12 months of restaurant/customer service experience.

Required Certifications or Licenses:

- Ability to obtain a Food Handlers License

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

Knowledge, Skills, and Abilities

- Customer service
- Cash handling
- Detail oriented for accuracy of data and information
- Ability to communicate well and build rapport quickly with students, faculty and staff
- 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 handle varying workloads and meet deadlines as necessary
- Communicates effectively in English, orally and/or 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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