Food Service Worker III (0563)

**Basic Purpose/Job Function:** Serves as a first line supervisor responsible for preparation, production and/or serving of food items.

**Examples of Titles Replaced:** None

**Typical Functions May Include:**

1. Determines work priorities and assigns work to food service workers and students
2. Provides guidance and training in food preparation, serving techniques, safe operation of equipment and proper sanitation
3. Plans cooking and preparation schedules to assure timetables are met
4. Prepares, season, cooks, fires and bakes food according to standard recipes following portion control standards
5. Modifies recipes and/or production amounts
6. Ensures optimal quality of food throughout preparation and service
7. Prepares food items for individual serving following portion control standards
8. Determines food quantities, prepares estimates of time, labor and materials for assigned tasks
9. Oversees maintenance of inventory, food consumption and other food service records
10. Operates a variety of manual and/or automatic kitchen equipment such as ovens, grills, mixers, slicers, etc
11. Handles operational readiness and safety of equipment and supplies
12. Adheres to university and Health Department quality standards
13. Advises supervisor concerning quantity and quality of food and supplies
14. Performs other related duties as assigned.

**Risk Management:** Uses established safety practices to protect health and safety of personnel and property.

**Supervision of Others:** Supervises a small staff

**Supervision Received:** Receives general supervision

**Minimum Qualifications:**

- **Education:** High School diploma or GED
- **Experience:** 12 – 24 months  
  **Type:** Food Preparation/Management
- **Skills:** Communicate orally and in writing as required to exchange information; read and understand basic written materials; basic math and computer skills
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- **Special Requirements**: Regular exposure to extreme temperature changes, odors and loud noises; must be able to bend, lift, stoop, lift above shoulders and carry 30 pounds; may perform shift work; willing to wear and maintain uniforms including head covering; must be at least 16 years old as required by the Fair Labor Standards Act; may be required to carry equipment up to 50 pounds; background check required as a condition of employment; Hepatitis A & B shots required or testing can be done annually at the employees expense.

- **Licenses**: To be determined by nature of job and/or department

- **Certifications**: Safe Food Handling and Sanitation Certification may be required upon employment; others as determined by nature of job and/or department

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.