

TITLE: **FOOD AND NUTRITION SERVICES SPECIALIST**

REPORTS TO: Food and Nutrition Services Director

WAGE/HOUR STATUS: Non-exempt

ROLE AND PURPOSE:

Responsible for preparing and serving appropriate quantities of food to meet menu requirements and maintaining high standards of quality in food preparation, sanitation, and safety practices. Responsible for providing quality customer service to students, staff, and visitors.

QUALIFICATIONS:

Minimum Certification/Education:

High school diploma or equivalent preferred
Food handler's certification preferred

Special Knowledge/Skills:

Ability to work well in a team atmosphere.
Ability to understand instructions for food preparation, sanitation, and safety procedures.
Working knowledge of kitchen equipment and food production procedures
Ability to operate large and small kitchen equipment and tools
Ability to perform basic arithmetic operations

Minimum Experience:

1 year experience working in a commercial kitchen preferred

MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepares quality food according to a planned menu of tested, standardized recipes.
2. Supervises the storage and care of food items and supplies; maintains a clean and organized storage area.
3. Cares for and uses equipment in a safe and efficient manner.
4. Serves food according to meal schedules, Federal, State, and departmental policies and regulations.
5. Provides quality food and quality customer service to students, staff, and visitors.
6. Follows established HACCP procedures to ensure standards of cleanliness, health, and safety.
7. Maintains all required records accurately and in a timely fashion.
8. Informs Campus Food Services Manager regarding par level shortages of necessary supplies.

9. Operates point-of-sale computer efficiently and accurately.
10. Maintains personal appearance and hygiene according to departmental policy.
11. Promotes teamwork and interaction with fellow staff members.
12. Participates in department activities and promotions.
13. Attends scheduled in-service training and classes.
14. Performs other related duties as assigned.

EQUIPMENT USED:

Large and small kitchen equipment which may include but is not limited to: electric slicer, mixer, pressure steamer, ovens, electric braising skillet, steam tables, sharp cutting tools, and point-of-sale computer system.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to understand verbal and written instructions.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS: Continually stands, walks, pushes and pulls; lifts and carries up to 40 pounds; frequent stooping, bending, kneeling and carrying most of the day. Moderate exposure to extreme hot and/or cold temperatures. Exposure to cleaning chemicals, some of which could be toxic.