



POSITION DESCRIPTION **North Dakota University System**

PART A - Identification, Duties/Responsibilities, and Task Inventory

(#s 1-12a must match HRMS or left blank and include a Position Request/Change form)

1. Name of Employee: Vacant		1a. EmplID #:	
2. Position #:00015018	2a. Dept. ID #: 3665	2b. Current or Recommended Salary: \$11.65/hour Mon-Fri 6am-2:30pm; rotating weekends	
3. Band #/Title: 7000: Services		3a. Job Family #/Title: 7115: Dining Services	
4. Functional Title: Food Service Worker III/Lead Cold Food Preparer			
5. Please check all that apply			
5a.Type of position:	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time	IF Part-Time, FTE Percentage: _____%	
5b. Length of Position:	<input type="checkbox"/> 9 month <input type="checkbox"/> 10 month <input type="checkbox"/> 11 month <input checked="" type="checkbox"/> 12 month	<input type="checkbox"/> Other Month _____	
6. Institution: University of North Dakota		7. Division: Student Affairs and Diversity	
8. Department: Dining Services-Dining Residence		9. Unit: Squires Dining Center	
10. Work Mailing Address: 3625 Campus Rd stop 9033, Grand Forks, ND		11. Work Phone: 777-2781	
12. Name & Title of Supervisor: Jason Gallagher, Assistant Director of Dining Services		12a. Supervisor Posn # : 00016762	
13. What is the function/mission of your department? <u>Housing and Dining Mission:</u> To Enhance the university experience by providing exceptional housing and dining services and programs. <u>Dining Credo:</u> To Enhance the student dining experience by providing exceptional customer service and quality food. <u>Dining Promise:</u> Our Employees are the foundation to the success of our organization. <u>Dining Motto:</u> Serving to nourish minds and bodies.			
14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?) The purpose of this position is to prepare, serve and store cold foods related products in a safe and sanitary manner. It also works directly with customers to insure they are receiving high quality, freshly prepared products.			
15. Is this position essential during emergencies/closures? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Essential personnel may be required to work during emergencies and closures affecting UND depending on staffing levels required for that particular situation.)			

PART A - 16. Duties/Responsibilities

⇒ **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:

- Is the duty/responsibility the reason the job exists?
- Is this a highly specialized task or one that requires special education, training, licensure?

If the answer is yes, the duty is “essential”.

- What is the percentage of time spent on the function?

If the answer indicates a great % of time, the duty is probably “essential”.

- What are the consequences to others or the institution of a failure to perform the function?

If the answer indicates a high level of accountability, the duty is “essential”.

NOTE: See Position Description Instructions and examples.

Duty/Responsibility No. 1	Percent of Time 38	Statement of duty/responsibility (used for evaluation/review of performance): Cold Food Production
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> • Prepares all salads items and fresh fruit for the meals they are scheduled for plus preps for the next meals • Prepares all the condiments and salad dressing for the cold table in service areas • Sets up and maintains the salad and condiment bars for the meals they are scheduled for • Follows large quantity recipes and scales recipes up or down as needed • Prepares food in batches to meet deadlines and to avoid over production • Follows and completes production sheets and service summaries • Assists in the preparation and plating of desserts • Performs other duties as assigned 		

Duty/Responsibility No. 2	Percent of Time 10	Statement of duty/responsibility (used for evaluation/review of performance): Follows all safety, sanitation, and HACCP policies and procedures
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands) <ul style="list-style-type: none"> • Accurately completes temperature logs • Responsible for the maintaining high standard of cleanliness and sanitation in the production and storage of food • Stores leftover salads and desserts after meal service according to food safety guidelines • Oversees proper rotation of all prepped items, also making sure that they are disposed of correctly with Lean Path as necessary • Oversees product rotation in assigned areas • Responsible for maintaining high standard of cleanliness and sanitation in the production and storage of food • Maintains a working knowledge of health and safety rules involved in the work • Follows UND and State Safety, Sanitation, and HACCP Policies and procedures. • Work with the preparation and disposal of fish, poultry, beef, lamb, pork, and other meat products • Adhere to all safety and sanitation policies which includes removal of all jewelry and piercings (plain wedding band is permissible) and wearing hair and beard restraints 		

Duty/Responsibility No. 3	Percent of Time 25	Statement of duty/responsibility (used for evaluation/review of performance): Directly serves the students in a variety of venues including display cooking
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		
<ul style="list-style-type: none"> • Serves on the serving line • Does display cooking on the lines and/or salad bar • Assists with the set up and service of special dinners and other catered events • Restocks concepts to acceptable levels 		

Duty/Responsibility No. 4	Percent of Time 8	Statement of duty/responsibility (used for evaluation/review of performance): Completion of Food Pro and other paperwork
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		
<ul style="list-style-type: none"> • Does /assigns Food Pro Service Summaries at conclusion of meals • Completes all paperwork for catered events • Temp Logs 		

Duty/Responsibility No. 5	Percent of Time 8	Statement of duty/responsibility (used for evaluation/review of performance): Supervises and directs staff/students
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		
<ul style="list-style-type: none"> • Assigns Full time, part time and student staff to specific positions and responsibilities/training • Assigns staff on specific tasks with a timeline for completion • Instructs servers on portion size and proper method of serving • Check fulltime, part time and student staff for proper attire • Insures salad bar is replenished with food to prevent shortage and rotated to insure freshness • Notify Production Manager of any product issues – shortages/longs to ensure high quality product • Able to Recite the Credo 		

Duty/Responsibility No. 6	Percent of Time 2	Statement of duty/responsibility (used for evaluation/review of performance): Ethical Behavior
For ADA compliance, see instruction. Responsibility is: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Secondary (Please check one)		
Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)		
<ul style="list-style-type: none"> • Creates and sustains a work environment based on ethics, integrity, trust, and accountability. • Serves as a role model to others in terms of setting the tone for acceptable behavior/conduct. • Creates an inclusive work environment where others can motivate themselves to perform at their highest level. • Treats others with dignity and respect at all times and fosters a sense of camaraderie and goodwill in dealing with others 		

**PART B – Required Experience,
Characteristics and Ability**

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?)

<p>REQUIRED EDUCATION/TRAINING (choose one)</p> <p><input type="checkbox"/> less than high school diploma <input checked="" type="checkbox"/> high school diploma or GED</p>	<p>Major field of study or degree emphasis (accounting, economics, etc...)</p>
<p>COLLEGE LEVEL (choose one)</p> <p><input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> 3 year <input type="checkbox"/> 4 year <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelors</p> <p>GRADUATE LEVEL (choose one)</p> <p><input type="checkbox"/> 1 year <input type="checkbox"/> 2 year <input type="checkbox"/> post-graduate</p>	<p>Specialized subject knowledge (cost accounting, MACRO economics, etc.)</p>
<p>Minimum Qualifications:</p> <p><input checked="" type="checkbox"/> Valid Driver's License <input type="checkbox"/> Other License(s) or Certification(s) _____</p> <ul style="list-style-type: none"> • Experience with reading, following and comprehend basic recipes and other written materials used daily. • Basic math skills to complete required paperwork. • Experience with the materials and equipment used in the business. • Successful completion of a Criminal History Background Check. 	
<p>Preferred Qualifications:</p> <ul style="list-style-type: none"> • ServSafe certified. • Has large quantity food production experience • One year of food service preparation experience • One year leadership and supervisory experience 	
<p>Competencies required: (i.e. ability to..., demonstrated leadership skills, strong communication skills)</p> <ul style="list-style-type: none"> • Demonstrates the ability to be self-motivated and needs little supervision. • Has the ability to multitask in a high volume environment. • Ability to stand 3 to 4 hours at a time and move 40 to 50 pounds • Strong communication, interpersonal, organizational, and customer service skills. • Is customer and student orientated • Work well with college age students • Ability to motivate and supervise others • Have an optimistic attitude, high degree of integrity, and a strong work ethic 	

<p>Work safety requirements:</p> <ul style="list-style-type: none"> • Follow safety rules and promote safe behavior • Help identify unsafe working conditions and notify supervisor or Office of Safety • Ensure the safety policies and procedures are being followed • Report incidents and near misses to supervisor or Office of Safety within 24 hours • Complete all required safety and other mandatory training requirements
<p>Work habit requirements:</p> <ul style="list-style-type: none"> • Attendance and punctuality consistently maintained; follows correct procedures for notification • Use work time appropriately for work activities; attend meetings promptly • Demonstrate flexibility in scheduling and accepting work assignments • Follow procedures for requesting leave and reporting absences; provide necessary documentation/releases • Remain calm, professional, and collegial in all circumstances

2. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING CLASSIFIED POSITIONS		
Position Number	Job Family and Title of Persons Supervised	FTE
	TOTAL	
3. INDIRECT SUPERVISION:		Total number of classified positions indirectly supervised:
Total number of student employees or other non-classified employees indirectly supervised:		3-5 per shift

4. HAZARDOUS WORKING CONDITIONS	Unusual or hazardous working conditions related to performance of duties: Commercial kitchen floors
	Precautionary measures taken to avoid those unusual or hazardous working conditions: Wear approved shoes
	Frequency of occurrence of unusual or hazardous working conditions: Daily

5. This position is classified as:		
<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt (eligible for overtime)	
Executive <input type="checkbox"/> Meets FLSA Salary Requirements	Administrative <input type="checkbox"/> Meets FLSA Salary Requirements	Professional <input type="checkbox"/> Meets FLSA Salary Requirements
<input type="checkbox"/> Primary duty is management of the enterprise or recognized department/subdivision <input type="checkbox"/> Does the employee have the authority to hire or fire or provide suggestions/recommendations to hire, fire, promote or change status of other employees	<input type="checkbox"/> Primary duty is office/non-manual work related to management policies/general business operations <input type="checkbox"/> Work directly related to academic instruction or training	<input type="checkbox"/> Primary duty is work requiring knowledge of advanced type in science or learning <input type="checkbox"/> Work is original and creative in a field of artistic endeavor <input type="checkbox"/> Work is teaching in educational institution <input type="checkbox"/> Work requires theoretical/practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and employee is employed and engaged in these activities
<input type="checkbox"/> Customarily and regularly directs the work of two or more other employees	<input type="checkbox"/> Customarily and regularly exercises discretion and independent judgment in matters of consequence	<input type="checkbox"/> Work requires consistent exercise of discretion and judgment

6. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				X
Walk				X
Sit		X		
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance			X	
Pulling/Tugging/Twisting			X	
Stoop/kneel/crouch or crawl			X	
Talk or hear				X
Taste or smell				X
Lift & carry: up to 10 pounds				X
up to 25 pounds			X	
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			
Other (Please Explain):				

My signature below indicates I have read and understand the description of the duties and responsibilities assigned to the position. I also understand that my supervisor and the institution has the right to make changes to duties and work schedule to meet business needs.

Employee's Signature

Date

Supervisor's Signature

Date

PLEASE ATTACH A BLACK AND WHITE ORGANIZATIONAL CHART