



JOB DESCRIPTION

Title: Part Time Food Service Assistant
Reports to: Food Service Manager
Department: Food Services
FLSA Status: Non-Exempt; Part Time Position

GENERAL SUMMARY:

The Part Time Food Service Assistant will provide planning and meal prep for the HEP Dining Hall under the direction of the Cook. This role is a supportive role that requires a “take charge attitude” while making sure all aspects of the environment are sanitary at all times and meet all required health standards.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Assist in the preparation of 3 well balanced meals a day for a large group of people
- Ensure dining room is stocked and ready for each meal served such as fill napkin holder, stock flatware, fill beverage containers, etc.
- Assist with all food prep (cutting vegetables, opening cans and prepare items for salad bar), etc.
- Assist in the rotation of food according to dates and proper storage
- Receive both purchased and donated food and non food items. Properly separating and storing products in pantry areas, walk in cooler, freezer and free standing refrigeration units.
- Ensure kitchen towels and aprons are washed and ready for the day
- Responsible for daily food pickup from different locations and vendors when requested
- Assist in daily cleaning (hoods, drains, prep tables, equipment, cooler, freezer, storage area and responsible for pots and pans as well as sweeping and mopping all areas in the kitchen)
- Any other tasks to be completed for department as assigned by the Food Service Manager

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Possess an understanding of food preparation and sanitation codes
- At least one year of experience cooking for a large number of people
- Excellent organization, problem solving and customer service
- Knowledge of kitchen appliances and safety requirements a **MUST**
- Basic understanding of the Food program structure
- Clean Florida Driver’s license
- ServeSafe Certification Preferred



WORKING CONDITIONS:

- Up to 95% of the shift requires moving about on feet
- Wearing non-slip shoes are a MUST
- The physical environment requires the employee to work both inside and outside in the heat, wet/humid, and dry/arid conditions
- Ability to lift up to 50lbs; anything over 50 lbs. requires team lift

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Employee Signature

Date