Food Service Attendant

**JOB PURPOSE:**

Under direct supervision performs a variety of duties related to food preparation or serving, such as; set-up, serving food items and maintaining appropriate food levels, surface cleaning and stocking tasks.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Greets and serves customers; maintains acceptable levels of customer service; receives complaints or concerns and refers to management staff.

Participates in service area setup; replenishes supplies of food, condiments, and equipment at steam tables, service bars and hot/cold counters; prepares beverages, makes coffee, fills ice bins and appropriate serving machines.

Maintains adequate supplies of dishware, trays, utensils, napkins, straws, plates, salt and pepper packets, etc.

Cleans counters, shelves, and equipment; mops and vacuums floors; cleans up spilled food and drinks; bus tables and dining areas as needed.

Maintains soiled laundry inventory and receipts of the same.

Apportions and serves food to facility residents, employees, or patrons; directs student workers in portion control and proper service to customers.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of basic kitchen sanitation methods and standard kitchen practices.

Ability to interpret and follow oral and written instructions.

Ability to perform work requiring considerable standing and light-medium physical effort under hot and or humid working conditions.

Ability to maintain acceptable standards of personal hygiene.

Ability to review and analyze impending menus to determine appropriate levels for supplies.

Ability to work in team environment as an effective team player and perform work in a safe and efficient manner.

Ability to work in safe and efficient manner.
MINIMUM REQUIREMENTS:

Education: General knowledge at the high school level

Experience: Previous experience helpful but not required

Certifications/Licenses: Some positions may require food service certification within timeframe specified by the department.

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, squatting/kneeling, climbing, balancing, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingerling, talking, hearing, and seeing.

WORKING CONDITIONS:

Spends most time indoors with possible exposure to extreme heat when working with cooking equipment. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.