POSITION DESCRIPTION

TITLE: Food Service Assistant
REPORTS TO: Kitchen Manager
FLSA: Part-Time, Non-Exempt

NATURE AND SCOPE:
Work with other staff to maintain a smooth working kitchen.

PRINCIPAL DUTIES:
Preparing food for students, staff and the Early Learning Center and catering on campus. Maintain a clean and safe working environment.

OVERALL DUTIES:
• Assisting other employees to keep a team spirit of cooperation
• Stocking the varied and numerous items in the kitchen
  o Keeping food stocked for the various items needed to maintain the menu
  o Keeping paper products stocked (i.e. cups, plates, napkins, etc.)
  o Candies
  o Sandwich/Salad bar
• Washing dishes
• Maintaining the cafeteria tables and counters in an orderly & clean manner
• Assist customers at the window
• Preparing food, whether for a customer at the window, or for catering needs or the Early Learning Center
• Cleaning machines, refrigerators, freezers, warmers, fountain, microwaves, etc.
• Keeping a note of future menus and preparing those things in advance that can help (i.e., thawing food that is needed for the next day’s menu)
• Help to maintain sufficient product by noting when supplies are low
• Sweep & mop floor
• Other duties that contribute to the smooth working of all the employees

MINIMUM QUALIFICATIONS:
Current food handler’s card

Interested and qualified applicants may submit an application to:

Heritage University
Attn: Human Resources
3240 Fort Road
Toppenish, WA 98948

Position open until filled