



## POSITION DESCRIPTION

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**TITLE:** Food Services Aide

**DEPARTMENT:** Programs

**REPORTS TO:** Unit/Extension Directors

**HOURS:** Non-Exempt; Part-time

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### **PRIMARY FUNCTION:**

The Food Services Aide is responsible for preparing and/or building food items while providing customer service and adhering to food safety, food handling, and sanitation procedures.

### **KEY ROLES (Essential Job Responsibilities):**

1. Prepare and build food items according to standardized recipes and directions
2. Properly store food by adhering to food safety policies and procedures.
3. Set up work stations including prep tables, service counters, hot wells, steam tables, etc.
4. Break down, clean and sanitize work stations.
5. Serve food to customers while ensuring guest satisfaction
6. Replenish food items and ensure product is stocked to appropriate levels
7. Maintain excellent customer service and positive attitude
8. Adhere to safety policies and procedures including proper food safety and sanitation.
9. Other duties and tasks as assigned by manager.

### **RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club staff, volunteers, Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

**External:** Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

**SKILLS/KNOWLEDGE REQUIRED:**

- Food preparation, cooking and serving experience at a restaurant or other institutional food service facility.
- Excellent people skills: able to deal with children and adults; can tolerate noisy cafeteria.
- Loves to clean: able to perform cleaning procedures and properly use chemicals
- Team player: able to learn and perform other tasks to assist co-workers when necessary; reliable; self-motivated (this is a fast paced position)

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Able to be on feet for entire shift
- Able to bend, lift and move boxes, pails and equipment up to 50 pounds
- Able to work around hot equipment, such as ovens and steamer.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Signed by:** \_\_\_\_\_  
Employee Date

**Approved by:** \_\_\_\_\_  
Supervisor Date