

# Food Service Worker

City of Hesston

Golf Course

## POSITION SUMMARY

Under the supervision of the Director of Golf Operations, this is a non-exempt position under FLSA. This employee should possess a background in the food service industry and effective communication and public relation skills.

## ESSENTIAL FUNCTIONS

- Cook and prepare menu items according to established recipes
- Serve customers in a fast, efficient, and friendly manner
- Follow guidelines to ensure correct serving temperatures and adequate portion control
- Operate and clean all kitchen utensils and appliances after daily use
- Always maintain the kitchen area in a clean, sanitized, and orderly fashion
- Responsible for identifying food requirements on a daily, weekly, or monthly basis
- Provide customers with information regarding food ingredients, availability, and pricing
- Maintain the dining area in a clean and orderly manner. Bussing tables clear of served plates, eating utensils, and keeping tables in a clean condition
- Ensuring table items and condiments are clean, serviceable, and edible
- Escalate customer concerns and complaints to management
- Operate the point of sales register taking payment from customers

<b>Classification Quick View</b>	
FLSA:	<b>NON-EXEMPT</b>
ADA:	<b>APPLICABLE</b>
FMLA:	<b>NON-ELIGIBLE</b>
OSHA:	

## Requirements and skills

- Proven work experience as a Food Service Worker or similar role
- Completion of the training
- Familiarization of cooking appliances, utensils, and food preparation supplies
- Excellent communication skills, both verbal and written
- Basic mathematical skills
- Proficient understanding of food allergies and modified diets
- A high school diploma or GED is required

**Food Service Worker**  
**POSITION REQUIREMENTS**

**Experience:** One to three years of similar or related experience preferred. The employee in this position is expected to have acquired the necessary information and skills to perform the job reasonably well within one month of employment.

**Education:** A high school diploma or GED is required.

**Technical Skills:** A working knowledge food preparation and service. Operation of large kitchen appliances. Knowledgeable of sanitary and cleanliness standards.

**Problem Solving:** Limited problem solving is involved in this position. This employee may encounter problems with citizen concerns and questions regarding the golf course.

**Decision Making:** Limited decision making is involved in this position. This employee makes decisions about preparing and providing menu items to customers daily.

**Supervision:** This position is subject to direct supervision from the clubhouse manager.

**Financial Accountability:** This employee is responsible for kitchen supplies and other food service resources required to operate the kitchen operation.

**Personal Relations:** Daily contact with the public, co-workers, subordinate personnel, supervisory personnel, frequent contact with the City Administrator, and occasional contact with the governing body is expected.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to hazardous cleaning chemicals, working in confined area.

**Physical Requirements:** Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, and the ability to operate kitchen equipment is required daily in this position.

**Determined Work Level:**

<b>Level 5</b>	<b>Moderately Heavy Work</b>	<b>Exerting 50 to 100 pounds of force and/or 25 to 50 pounds of force and/or 10 to 20 pounds of force occasionally.</b>
----------------	------------------------------	-------------------------------------------------------------------------------------------------------------------------

---

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

---