



POSITION DESCRIPTION (Final)

Position Title	Food Service Worker
Department/School	Campus Management
Reports to	Campus Manager
Positions Supervised	None
Employee Group	PPWC
Pay Grade	4A
Date Last Revised	September 2009

Position Summary

Reporting to the Campus Manager, this position is responsible for providing cashier, general cleaning and food services for the cafeteria.

Main Duties and Responsibilities

1. Provides food services including:
 - replenishing and maintaining salad bar, soup pots, coolers, vending machines and preparing and maintaining coffee bar;
 - making sandwiches, wraps, pizza, etc., and baked goods;
 - providing short order line services;
 - setting up/cleaning up for special events;
 - delivering special orders for meetings, workshops and events; and
 - operating kitchen equipment as required.
2. Provides cashier services and reconciles daily cash drawer for own shift.
3. Performs general cleaning duties including:
 - setting up, operating and cleaning dishwasher;
 - maintaining food service area and cafeteria in an orderly and hygienic manner;
 - providing laundry services for the cafeteria; and
 - hand washing kitchen equipment/utensils as required.
4. Performs other related duties as assigned by supervisor.

Required Qualifications

Education and Experience

- High school graduation
- Completion of Foodsafe Level 1
- WHMIS certification
- Minimum 1 year related experience

Skills, Knowledge and Abilities

- Excellent interpersonal and communication skills
- Excellent customer service skills

Approvals

Employee

Date

Supervisor

Date

Human Resources Representative

Date