

## FOOD SERVICE ASSISTANT\*

### **Function of Job:**

Under supervision of designated supervisor, perform a variety of tasks related to the production and service of food and beverage items; ensure positive guest service in designated area, and maintain standards of cleanliness and safety.

### **Characteristic Duties and Responsibilities:**

1. Provide appropriate food portioning, safe and accurate operation of equipment, set-up and clean-up of assigned area.
2. Through appropriate use of various equipment, prepare, restock and serve food and beverage items in assigned area.
3. Monitor quality of products, service and displays to insure compliance with established standards, and suggest maintenance, menu, and policy changes.
4. Comply with State of New Hampshire established health codes and standards related to sanitation and food handling practices; perform special cleaning assignments as directed.
5. Report all substandard safety, security, or equipment issues to supervisor and make recommendations for change or repair.
6. Participate in and assist with orientation and departmental committees and train staff as assigned.
7. Assist in guest flow by insuring proper meal plan privileges, handling cash as required, and completing service records for meal period.
8. Following departmental standards, ensure cost effective and proper use of supplies.
9. Keep current on the safe and appropriate operation of assigned equipment and departmental customer service expectations.
10. Work with staff to solve problems, facilitate processes, and improve guest service.
11. Maintain professional appearance as per department standards.
12. Perform other duties as assigned.

### **Minimum Acceptable Qualifications**

1. High School graduation or equivalent.
2. Ability to understand basic written and verbal instructions and to follow direction.
3. The ability to cooperate and positively interact with guests and other staff.
4. Sufficient strength and physical dexterity to perform assigned duties and responsibilities.
5. Ability to wear and use appropriate personal protective equipment as necessary.

### **Additional Desirable Qualifications:**

1. One-year customer or food service experience.
2. Knowledge of food service techniques, guest relations, sanitation and safety.

9/4/2001 \_\_\_\_\_  
System Approval

7/1/2001 \_\_\_\_\_  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised-original approved 4/8/75, revised 7/30/86 and 11/25/96 as Food Service Worker II.