

**Job Description**

Kitchen Helper/Server/House Staff

**FLSA Classification**

Non-Exempt

**Reports to**

House Director/Chef

**Date**

Revised: April 1, 2016

**Summary**

This position is responsible for assisting the Head Cook with meal preparation, kitchen clean up and cleanliness.

**Essential Functions**

- Sets up and clears the buffet lines or tables in dining room with plates, silverware, napkins, etc.
- Delivers food to buffet lines or tables and prepare beverages and desserts
- Re-fills salt and pepper shakers and condiment containers
- Loads and empties dishwasher; hand washes dishes and utensils; and stores items properly
- Sweeps, vacuums and mops kitchen area/dining room
- Empties kitchen, dish room and dining room trash containers
- Delivers dining room linens to utility room for cleaning
- Restocks paper products and food/snacks in the dish room and other areas
- Assists Head Cook with meal prep, food distribution, moving product(s) to and from storage when needed
- Follows standard procedures in the use of all kitchen appliances, equipment, utensils, etc.
- Adheres to campus, Fraternity House Corporation Board, and chapter policies and rules

**Competencies - key performance indicators to be successful in this position include:**

- **Collaboration Skills:** Works well with others.
- **Customer Focus:** Meets the expectations and requirements of the residents and guests.
- **Organizing:** Uses resources effectively and efficiently and can organize multiple tasks.
- **Composure:** Handles stress when difficult situations arise.

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixers, chef's knives, etc. The employee is frequently exposed to heat, steam, fire, noise and other hazards.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 50 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

**Position Type/Expected Hours of Work**

This position may be a full-time or part-time position on an as needed basis. Days and hours are established by the House Director at the location.

**Travel**

No travel is expected for this position.

**Required Education and Experience**

Valid and current ServSafe certification required.

**Preferred Education and Experience**

A high school diploma or equivalent with previous employment in a commercial kitchen or restaurant.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

House Director/Chef: \_\_\_\_\_

Employment Committee Chair/House Corporation President: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_