



University of California, San Diego

Housing • Dining • Hospitality

Culinary and Market Services

POSITION DESCRIPTION

POSITION TITLE: Retail (Food Handler)

CLASSIFICATION: STDT 2

ORGANIZATIONAL UNIT: Housing•Dining•Hospitality Culinary and Market Services

DATE WRITTEN: Updated May 2015

GENERAL DESCRIPTION OF POSITION

Under close supervision, employees will provide general assistance to career food service workers. The food handler will provide excellent customer service to students, staff, faculty and off-campus patrons. Duties will include but not limited to customer service, greeting customers, preparing food and beverage and various stations such as the barista station and deli case, maintaining the retail sales floor by following planogram directions, facing, stocking, taking inventory, sweeping, organizing the work areas, sanitation, cleaning and maintaining all logs. Open positions are available at Roger's Place, The Village, John's Place, Sixth Market, Earl's Place and Goody's Market. Additional work experience may include food preparation, knife safety, cleaning and sanitation and training other employees and assisting with customer relations.

JOB DUTIES

- Wash, clean, sort produce.
- Learn to cut, chop, slice products either by hand or by machine.
- Utilizing assigned recipes, assemble ingredients for soups, salads, sandwiches, etc., in an efficient, organized manner.
- Learn to bake-off pre-prepared pie-shells, pre-formed cookies, panned bacon, etc.
- Learn to assemble and dish milk shakes, desserts, salads, breads, sandwiches, etc.
- Learn to grill pancakes, hamburgers, etc., fry (deep fat) potatoes, fish, etc.
- Learn basic catering set-ups.
- Complete training on the safe, sanitary, and productive use of kitchen equipment, ie.: slicers, choppers, mixers, grills, fryers, ovens, coffee urns, dish machine, floor machines, knives and other small equipment.
- Clean equipment promptly and in a safe manner after each use.
- Serve customers in a pleasant, efficient and polite manner.
- Work in team cooperation with others, serve as team leader in absence of supervisor.
- Stock and replenish food and supplies, maximizing slack time to perform this function.
- Promote positive customer relations with prompt reaction and concern for customer needs or problems.
- Handle cash and customers in an efficient, polite manner.
- Learn cash handling policies and procedures.
- Learn to operate the cash register.
- Learn prices of food items.
- Maximize slack periods of work to clean and wipe working area.
- Scrapes dishes and pots, loads and unloads, fills and maintains dish machine.
- Stores clean pots, dishes and polishes silverware.
- Clean walls, mop floors and operate floor cleaning equipment.
- Clean storerooms, refrigerated areas and restrooms as assigned.
- Clean ovens, grills and hoods as assigned.
- Complete sanitation class.

- Arrives promptly, clocks in at scheduled time.
- In case of unavoidable absence, notifies office or supervisor will before scheduled work shift
- Takes meals and breaks in designated areas, when approved by supervisor, makes proper use of time clock. Clocks out and back in for meal breaks taken outside building.
- Consistently maintains good personal hygiene. Appearance is clean and neat.
- Knows and follows University policies.
- Responds to directions and corrections in a positive manner, accepts and readily performs other than routine job duties as requested.
- Consistently meets attendance standards.
- Does routine work without being directed.
- Ability to read computer requisition, add, subtract and multiply.
- Maintains a clean, orderly, and organized work area.
- Ability to stand for long periods of time which may include outdoors for up to eight hours.
- Complete cashier training.
- Completes basic kitchen training.
- Completes vehicle safety training.

REQUIREMENTS

- Must be eligible for student employment at UC San Diego: must pay UC San Diego Student Services Fees for each quarter of employment. Continuing students and spring quarter graduates must pay Spring Quarter Student Fees. New students or readmits for Fall quarter must pay Intent to Register Fees.
- Must communicate well with people.
- Is a customer service oriented individual who is not afraid to work in a fast paced food service environment.
- Must be flexible around your official Tritonline class schedule.
- Must have a valid California State Driver's License and be willing to operate UC San Diego vehicles. Driver's record will be checked via DMV Employer Pull Notice Program at no cost to employee.

COMPENSATION:

\$11.50/hour