

The University of Akron
Classification Specification

Job Title:	Food Service Helper	Job Code:	96001
Job Function:	Staff	Grade:	50
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2000 Finance Accounting Division	Date:	7/12

Job Summary:

Under general supervision assist in food preparation and related food service activities.

Essential Functions:

20-40% Clean and prepare vegetables and fruits for cooking or serving. Make sandwiches, salads, dressings, gelatins and beverages. Toast, grill and fry food.

20-40% Set-up and tear down service lines and serve on lines. Portion, slice and wrap food. Set-up and tear down tables. Set-up and clear carts. Restock and obtain supplies from storage.

20-40% Clean work area. Scrape, rinse and stack dishes. Operate pot and pan machines. Mop floors and empty trash.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by superintendent/supervisor.

Education:

Requires a high school diploma or GED. Ability to add, subtract, multiply and divide numbers (including fractions and decimals). Must be able to read and write sentences.

Licenses/Certifications:

None.

Experience:

Requires a minimum 6 months experience in food preparations, customer service and food sanitations. Ability to count and read short sentences with common vocabulary required.

Leadership:

No authority or responsibility for the supervision of others.

Physical Requirements:

Must be able to lift 80 pounds without assistance and demonstrate bending, crouching and lifting. Must be able to climb a ladder.

Working Conditions:

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise and air pollution. May involve exposure to chemical substances, hazards and moving parts. Overtime/Call-ins may be mandatory based on university need.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.