

The University of Akron
Classification Specification

Job Title:	Catering Assistant	Job Code:	96008
Job Function:	Staff	Grade:	01
Job Family:	Bargaining Unit	FLSA:	Non-Exempt
SOC Description:	2000 Finance Accounting Division	Date:	7/12

Job Summary:

Under general supervision assemble supplies and equipment for special functions on-site and remote. Set-up and break down function and ensure proper disposition of all supplies, equipment and facilities.

Essential Functions:

75% Assist with special function orders, menus, equipment and supply needs and location preparation. Ensure supplies and materials are on hand. Transport materials/supplies, ready sites, set tables, service equipment, etc. Break down after functions. Transport, clean and store supplies and equipment. Make post function reports.

15% Clean work area, scrape, rinse, stack dishes and operate dishwashing machine. Wash and stack pots. Mop floor and empty trash.

10% Set-up and tear down serving lines and serves on line. Set and clear tables. Secure supplies and equipment.

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:

Valid Ohio Driver's License.

Experience:

Requires a minimum of 1 year experience in institutional, school or restaurant food service. Knowledge of safety practices and skill in operation of kitchen equipment required. Ability to count and read short sentences with common vocabulary required. Ability to work alone required. Prior experience working in a catering environment preferred.

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. May work at off-campus locations.

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.