

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: FOOD SERVICE ATTENDANT

Reports To: Designated Supervisor

UW Job Code: 7268

UW Job Family: 73 - Food Service

SOC Code: 35-9011

FLSA: Non-exempt

Pay Grade: 13

Date: 10-13-00 (revised 7-1-02; 1-14-03; 7-1-04)

JOB PURPOSE:

Perform a variety of routine tasks required in the operation of a food service facility; assist in the preparation of food; clean and maintain a designated area; work under direct supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Set up food area; prepare and serve food to customers; controls sanitation and portions according to established procedures.
- Arrange and replenish condiments, foods, beverages and napkins; clean and/or store associated dispensers; set tables with placemats and silverware; bus tables.
- Clean designated food service area(s).
- Serve food in a clean and sanitary manner, and present self with a neat and clean appearance.
- Some positions load and operate dish or pot washing machines and hand wash items unable to clean in machines as a primary job function; other positions may assist in these areas.

SUPPLEMENTAL FUNCTIONS:

- May assist in other food service areas, as assigned by supervisor.

COMPETENCIES:

- Ability to Learn
- Attention to Detail
- Service Orientation
- Work Standards
- Work Tempo
- Adaptability

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **None**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Food service sanitation techniques and regulations.
- Food service set-up and preparation techniques and requirements.
- Cleaning procedures.
- Effective personal hygiene.
- Food service machinery operation.

Skills and Abilities to:

- Load and operate dishwasher and pot machine.
- Move objects weighing up to 25 pounds two-thirds of the time.
- Be in one physical position for extended periods of time.
- Follow routine written and oral instructions.
- Safely use cleaning equipment and supplies.
- Understand and follow safety procedures.
- Communicate effectively.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Food service or kitchen environment; constant exposure to noise, vapors, temperature changes, chemicals and fumes.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.