

# BREVARD COLLEGE

## BREVARD, NORTH CAROLINA

### Food Service Worker

#### Job Description Summary

Brevard College Dining services provides campus-wide food services to students, faculty, and staff on the Brevard College campus and catering events on and off campus. The college serves 600+ residential students with the meal program. The department employs approximately 35 full/part-time and student employees.

#### POSITION SUMMARY:

- Distribute and serve meals.
- Prepare dining areas for the serving of meals and set up serving lines.
- Clean dining, service, and food preparation areas.
- Greet customers.
- Run meal cards. Take cash or credit cards as payment from our outside guests and make change.
- This individual will provide support to management in the daily oversight of key functions and employees during the normal course of business. The general responsibilities of the position include those listed below, but Brevard College may identify other responsibilities of the position.

#### GENERAL RESPONSIBILITIES

- Understands and follows all policies and procedures.
- Assists in ensuring a safe working environment throughout the facility for all employees.
- Assists in monitoring employee productivity and provides suggestions for increased service or productivity.
- Responsible for the oversight of day-to-day activities of subordinates and assigns responsibility for specific work or functional activities as directed by on-site management.
- Performs day-to-day assignments to include, cleaning tables, refilling stock, napkins and tableware.
- Help with refilling plates, silverware and cleaning beverage and eating surfaces.
- Works with customers to ensure satisfaction in such areas as quality, service and problem resolution.
- Promote in the development of the food service team.
- Complies with all North Carolina Health policies and procedures.
- Reports all accidents and injuries in timely manner.
- May perform other duties and responsibilities as assigned.

#### QUALIFICATIONS:

##### *Education, Experience, Training:*

- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Must have basic phone and computer skills (email, texting, etc.).

*Knowledge, Skills, Ability:*

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintain high standards for works areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Attends work and shows up for schedule shift on time with satisfactory regularity.

ESSENTIAL FUNCTIONS:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 25 pounds

AUTHORITY/ACCOUNTABILITY:

- Performs day-to-day assignments in addition to oversight duties.
- Works with customers to ensure satisfaction in such areas as quality, service and problem resolution.

Apply electronically by submitting a resume to the Director of HR, Kelly Kearnan: [hr@brevard.edu](mailto:hr@brevard.edu). Applicants may also complete an application in the HR/Payroll Office on the College's campus.

Application review begins immediately, continuing until position is filled. In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all candidates considered for employment. Brevard College seeks to recruit and retain a diverse workforce and encourages qualified candidates across all group demographics to apply.