

**POSITION** CAFÉ FOOD SERVICE WORKER  
**APPLY BY** MAY 23, 2019  
**HIRE DATE** JUNE 10, 2019

**DIVISION** Dining Services  
**REPORTS TO** Dining Services Manager  
**CLASSIFICATION** Non-Exempt, A12  
**POSTING DATE** May 9, 2019

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### **SUMMARY**

The Café Food Service Worker's responsibilities will mainly focus on kitchen prep and catering and may include: following recipes and dietary needs in preparing and cooking food; maintaining cleanliness of work areas; maintaining records and accounts; coordination of kitchen staff; and planning menus for food served. Position schedule will be full-time, Monday –Friday with varying start times of either 6:30 AM or 9:30 AM and include rotating Sundays.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Clean and sanitize work areas, equipment, utensils, dishes, or silverware
- Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures
- Store food in designated containers and storage areas to prevent spoilage
- Weigh or measure ingredients
- Operate cash register, handle money, and give correct change
- Keep records of the quantities of food used
- Maintain sanitation, health, and safety standards in work areas
- Cook and package batches of food, such as hamburgers or fried chicken, which are prepared to order or kept warm until sold
- Operate large-volume cooking equipment, such as grills, deep-fat fryers, or griddles
- Measure ingredients required for specific food items being prepared
- Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served
- Wash pots, pans, dishes, utensils, or other cooking equipment
- Performs other related duties

### **TRAINING, KNOWLEDGE AND SKILLS**

- High School Diploma or equivalent (G.E.D.) and 2 years of relevant work experience
- Have or obtain ServSafe certification or equivalent
- Ability to work effectively in a team-based, quality environment and provide exceptional customer service
- Must be service minded, adaptable and self-motivated.
- Food handling, preparation, and storage practices and principles
- Safe work practices
- Inventory maintenance
- Customer service principles and practices
- Health department regulation
- Using applicable kitchen tools and equipment
- Cleaning and sanitizing kitchen and dining equipment, utensils, and facilities
- Reading and following recipes
- Preparing and maintaining records
- Monitoring the work of subordinate staff
- Prioritizing and assigning work

**TRAINING, KNOWLEDGE AND SKILLS (continued)**

- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information
- Basic computer skills in order to use Point of Sale Software, Word, and Excel
- Ability to use the cash register and make change

**PHYSICAL REQUIREMENTS**

Position requires: constant standing and frequent stooping, and reaching; lifting up to 50 pounds on a regular basis and up to 10 pounds frequently and exposure to heat and cold temperatures.

**APPLICATIONS**

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc)

For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (tdd: 608.822.2072) or email [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu)

**WAGE BAND:** A12 - Hourly Range: \$15.61 - \$18.73

**BENEFITS/SERVICES**

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)

**SELECTION PROCESS**

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.