Job Description

Position Title: Utility
Effective: 9/1/2015
Reports to: Shift Supervisor, Food Service Director

Status: Hourly, Non-Exempt

Essential Functions: Wash dishes, pots & pans; Removal of trash & recycling, sweep and mop kitchen; maintain clean working environment.

Essential Duties:

The essential duties are as follows:

- Work as scheduled for 1st or 2nd shift meal prep and cleaning.
- Maintain high standards of cleanliness
- Maintain and implement North Carolina health codes.
- Must be able to work well, in cooperation with others.
- Assist others as needed.
- Other duties as assigned.

Requirements:

- *Education:* 14 yrs of age & up
- *Experience:* None required. Will train.
- *Physical Requirements*: Must be able to stand for long periods of time; must be able to lift 40lbs.

Competencies:

1. Ability to work well independently and meet deadlines.
2. Ability to communicate effectively.
3. Ability to plan and prepare for assigned tasks.
4. Ability to follow directions and work cooperatively with others. Teamwork is essential.
5. Exhibits fine attention to detail
6. Ability to use critical thinking and resources to solve problems.
7. Ability to maintain a high level of integrity and professionalism
8. Ability to be courteous and enthusiastic, and present a neat, pleasant and professional appearance

9. Ability to set an example of a positive work ethic and attitude
10. Ability to present food with excellence
11. Ability to manage multiple tasks, prioritize effectively, solve problems, and be detail oriented
12. Ability to communicate effectively (oral and written communications)
13. Ability to function effectively as a supportive team member
14. Ability to work independently without direct supervision
15. Ability to work a flexible schedule including evenings, weekends and Holidays
16. Ability to work productively under pressure to meet deadlines
17. Ability to work within budget guidelines set for the department

Employee Signature: _____Date:

Supervisor Signature:_____Date: