UNIVERSITY OF SOUTHERN CALIFORNIA

Food Production Helper (Union Only)

Job Code: 143143

Grade: 02
OT Eligible: Yes
Comp Approval: 2/25/2004

JOB SUMMARY:

Provides customer service to University faculty, staff, students and guests. Performs basic food preparation duties. Maintains department food handling and customer service standards.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Provides customer services to faculty, staff, students and guests.
______ Provides basic food and beverage preparation service.
______ Assembles and packages food and beverage products.
______ Stocks and maintains all supplies, food items, and utensils.
______ Maintains cleanliness of facilities.
______ Assists in kitchen sanitation program. Complies with standard food handling and sanitation procedures.
______ Adheres to department service standards and to all health, safety and University rules and regulations.
______ Attends and participates in meetings as required.
______ Reports to station, ready to work at the time work assignment is scheduled to begin.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No
☐ Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Less Than High School

Minimum Experience:
1 Year

Minimum Field of Expertise:
Knowledge of food handling and sanitation procedures. Demonstrated customer service experience. Experience working in a fast paced working environment. Ability to effectively communicate in English. Ability to lift a minimum of 30 pounds. Valid California Driver’s License may be required.

Preferred Education:
High School or equivalent
Specialized/Technical Training

Preferred Experience:
2 Years

Preferred Field of Expertise:
Culinary School diploma. Two years in a restaurant/high volume banquet and catering operation.

Skills: Other:
Communication -- written and oral skills

Skills: Specialized Equipment:
Blender
Coffee maker
Dishwasher
Electric can opener
Food mixer
Food processors and/or other food processing equipment
Freezer
Gas Oven
Gas Range
Griddle
Knife sharpener
Meat slicer
Microwave oven
Refrigerator
Thermometer
Toaster

Skills: Trade/Auxiliary:
Assemble and package food/beverage products
Calculate measurements
Compute totals
Handle knives
Maintain records, logs, etc.
Maintain stock
Prepare food and beverages
Serve customers
Understand and apply policies and procedures
Use culinary techniques

**Supervises: Level:**

May oversee student, temporary and/or casual workers.

**Comments:**

Must have flexible schedule; able to work any shift as assigned. Understands that regular attendance and punctuality is expected of all employees. Must successfully complete ServeSafe certification.

**SIGNATURES:**

Employee: _____________________________ Date: _____________________________

Supervisor: ___________________________ Date: _____________________________

The above 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.

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