

WESTERN MICHIGAN UNIVERSITY

TITLE: Utility Food Worker

GRADE F-1

FUNCTIONS:

This position assists in the preparation and/or serving of food in residence hall and/or public dining facilities. For job progression purposes, the incumbent is assigned to cooking, baking, salad preparation or serving, but may be required to perform any or all functions as directed by supervisory personnel.

Assignment to cooking requires the incumbent to assist in the preparation of all entrees, roasts, poultry, sauces, soups, gravies, fried foods and accompaniments as directed by an F-4 First Cook. Baking assignments requires the incumbent to assist in the preparation of icings and puddings and the finishing of bakery products. Baking assistance also includes cutting and dishing bakery products and bakery cleanup, under the direction of an F-5 Head Baker or F-2 Assistant Baker. Assignment to salad preparation includes cleaning and washing fruits and vegetables, preparing other ingredients, and assembling salads as specified in recipes and as instructed by an F-2 Head Salad Maker. Line serving includes serving food in line areas, stocking lines and self-service areas in dining rooms, maintaining serving areas and providing courteous functions, the incumbent performs other utility tasks, including cleaning utensils, dishes and kitchen hardware and machinery.

In the process of cooking, baking and/or preparing salads, the incumbent operates stack steamers and steam kettles, rotary and convection ovens, flat grills, hot tops, and deep fat fryers. The incumbent operates food processing equipment including slicers and buffalo choppers and utilizes hand implements including knives, parers, tomato slicers, and other utensils to prepare ingredients; and combines ingredients in accordance with standardized recipes and production work sheets and/or instructions received from positions higher in the job progression sequence. Line serving duties include serving diners from steam tables and placing and replacing food items in steam tables.

This position maintains the work area in a neat, clean and orderly condition and maintains strict compliance with all federal, state and University standards for cleanliness and sanitation. The incumbent performs all work in accordance with established with established sanitation and safety practices. The incumbent complies with all OSHA/MIOSHA regulations and requirements governing the operation of mechanical and electrical food processing equipment and of cooking equipment, including ovens, steam devices and fryers. The incumbent performs other functions as requested by supervisory personnel.

QUALIFICATIONS:

The incumbent must be able to read and comprehend all written instructions, all health and sanitation regulations, and all safety regulations and requirements governing performance of job duties. Sufficient reading comprehension to accurately interpret written recipes and production sheets is required. A minimum of one (1) year experience in commercial food preparation is necessary, as is the ability to cook all meat, soups, sauces, entrees and vegetables according to the standards established by the University Dining Services.

In order to perform the essential functions of the job, the incumbent must be able to raise containers of ingredients weighing 50 lbs. from floor level to counter height (34") four to five (4-5) times per day and 20 lb. Containers from floor level to counter height (34") twenty to forty (20-40) times per day. The incumbent must be able to place sheet trays weighing 25 lbs. each on racks in carts from 6" above floor level to 5'6" above floor level, and must be able to move hot and/or cold carts with loads of 220 lbs. distances of 100 feet. The incumbent must be able to place beef rounds weighing 70 lbs. on 60" high racks in rotary ovens.

In order to prepare ingredients, the incumbent must be able to operate floor mixers with a control located 60" (5 feet) from the floor and a mixing bowl height of 34"; meat slicers on 34" counters; food choppers with a height of 42" and a 12" reach; table top mixers with a bowl height of 50"; and must be able to chop and slice ingredients using hand-held knives, cleavers, etc. In order to cook menu items, the incumbent must be able to operate flat top grills with a height of 34" and a reach of 38"; deep fat fryers; stack steamers with a top compartment shelf 54" above floor level; 60-gallon steam kettles with a height of 40.5" and an interior depth of 25 inches; rotary and convection ovens; and hot-tops. The incumbent must be able to maneuver and manipulate ingredients and hand-held utensils and to operate power-driven and mechanical equipment, and must be able to stir, slice, cut and perform other food preparation/cooking tasks for 30-60 minutes at a time for the entire length of shift. The incumbent's arms and hands may be exposed to water up to 3 hours per day while washing, rinsing and otherwise preparing ingredients. Most cooking duties require the incumbent to stand at counters and cooking stations.

The incumbent must be able to tolerate exposure to extreme temperatures, ranging from -10^oF in freezers to 500^oF in convection ovens; high humidity; airborne and splattering grease, and live steam. The incumbent must be able to tolerate contact with raw meat and animal fats, acid-based food products, vinegars, vegetable oils and spices. The incumbent must be able to tolerate exposure to cleansers, de-limers, detergents, bleach, ammonia and ammonia-based products, disinfectants and other cleaning and sanitizing agents employed in the kitchens. The incumbent must be able to enter and maneuver in restricted spaced in order to retrieve ingredients from freezers and refrigerators located in production areas. The incumbent must have sufficient vision with or without corrective lenses to accurately read recipes, production sheets, and labels.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for a reasonable job accommodation.