

## WESTERN MICHIGAN UNIVERSITY

TITLE: Utility Person – Cash Operations Engineering College

CLASSIFICATION: F-3

FUNCTIONS: The incumbent assures proper set-up and preparation of all menu items served in the café. This position prepares assorted specialized beverages, breakfast items, and grilled sandwiches. The incumbent performs complete preparation and cooking of quality homemade pizzas. The incumbent performs preparation of foods, slicing and chopping sandwich ingredients, assembling sandwiches and some salads, as necessary, and dishing/portioning salads, baked goods and other items for self-service areas. This position stocks serving lines and self-service areas with plates dishes, glassware and table ware, and ensures that all serving areas are clean and neat. This position operates the cash register, assure proper money handling in the cafe, trains other employees in the proper use of the cash register, and prepares daily cash reports. The incumbent provides work direction for other positions and functions as the person in charge in the absence of the manager.

This position receives and properly stocks all foodstuffs and supplies in storerooms, freezers and refrigerators, and delivers foodstuffs to production areas of the cafe. The incumbent assists drivers unloading delivery trucks, and unloads fresh foodstuffs, canned and packaged foodstuffs, frozen foods, and non-food supplies.

The incumbent unpacks in-coming shipments of foodstuffs, non-food supplies and equipment, counts items and checks quantities and specifications against purchase orders and packing slips, to ensure that commodities received correspond to quantities and items ordered and that all items invoiced have been received. Any problems concerning deliveries are referred to the supervisors. This position prepares and maintains accurate delivery records.

The incumbent maintains the work area in a neat, clean and orderly manner and maintains strict compliance with all federal, state and University standards for cleanliness and sanitation. This position performs all work in accordance with established sanitation and safety practices. This position participates in physical inventory processes, including accurately counting items and completing inventory count documents. This position performs additional duties as requested by supervisory personnel.

**QUALIFICATIONS:** The incumbent must be able to read and comprehend written instructions and safety regulations governing the performance of job duties, and must be able to understand and comply with oral instructions. The incumbent must possess sufficient writing and mathematical skills to accurately prepare inventory control documents, operate and balance the cash register, and prepare cash reports. Prior experience in the operation of a cash register is required. The ability to provide work direction to other employees is also required. Preferably the incumbent has experience in all aspects of a commercial pizza operation.

The incumbent must be able to raise items weighing up to 85 lbs. to a height of 6 feet as many as 100 times per day, and must be able to lift items weighing more than 85 lbs. with mechanical assistance up to 20 times per day. The incumbent must be able to transport 40 lbs. a distance of 30-100 feet up to 85 times per day to move foodstuffs from receiving areas and storerooms to freezers, coolers, and storage units in kitchen production areas. The incumbent must be able to enter and maneuver in restricted spaces in order to stock production area coolers and freezers. The incumbent must be able to stock and retrieve materials and equipment in/from inventory storage areas, and must be able to retrieve inventory items from ground level storage as many as 100 times per day. The incumbent must be able to unload, store, retrieve and transport commodities to/from production areas for 6-7 hours per day; work above shoulder level for extended periods of time, and cover a distance up to 5 miles per day in the process of placing items in/retrieving items from storage locations.

The incumbent must be able to tolerate exposure to dirt, dust and mildew as well as exposure to petroleum products, particularly gasoline and diesel fumes. The incumbent must tolerate exposure to cold in order to work in freezers at a temperature of  $-10^{\circ}$  F for extended periods of time, and must be able to tolerate extreme variations in temperature, moving from  $-10^{\circ}$  F in freezers to  $80^{\circ}$  F in production areas. Unloading trucks exposes the incumbent to the full range of weather conditions. In order to obtain a valid Michigan driver's license, the incumbent must possess 20/40 vision with or without corrective lenses. The incumbent must be able to accurately read labels and must be able to accurately distinguish colors in order to properly identify color-coded labels. The incumbent must have sufficient auditory acuity with or without audiological appliances to hear vehicle warning sounds indicating that a vehicle is backing up to the loading dock to make a delivery. The incumbent must be able to tolerate exposure to cleaning and disinfecting chemicals and corrosives used in maintaining proper sanitation standards in the kitchens.

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 needs for reasonable job accommodations.

3/03