

WESTERN MICHIGAN UNIVERSITY

TITLE: Utility Person

CLASSIFICATION: F - 3

FUNCTIONS:

This position maintains the daily operations of the Bernhard Center public cafeteria. The incumbent prepares and submits daily supply requisitions; and ensures that all serving lines and self-service areas are properly stocked with menu items during serving periods. This position obtains entrees, roasts, poultry, sauces, soups, gravies, fried foods, salads and baked goods from the main kitchen; dishes or pours items into serving pans and containers; and places serving pans and containers in steam tables, salad bars and other self-service areas. The incumbent assists in the preparation of some 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 tableware, and ensures that all serving areas are clean and neat. The incumbent provides work direction for other line serving positions and hires and trains student employees who bus and clean tables and perform some line serving and stocking functions as well as cleaning serving areas.

This position operates the public cafeteria cash register, totaling customer food bills, receiving customer payments, making change, and preparing charge slips when appropriate. The incumbent balances the register at the end of shift and prepares daily cash reports.

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 sanitation and safety practices. The incumbent complies with all OSHA/MIOSHA regulations and requirements governing the use and operation of mechanical and electrical food preparation equipment and of cooking/warming equipment, including steam tables. 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 the performance of job duties. The incumbent must have sufficient writing ability to prepare supply requisitions, and must have sufficient mathematical skills to 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.

In order to perform the essential functions of the job, the incumbent must be able to place sheet trays weighing 25 lb. each in racks in carts from 6" above floor level to 5'6" above floor, and be able to move hot and/or cold loads of 220 lb. distances up to 100 feet, in order to move prepared foods from kitchen production areas to serving lines and self-service areas in the public cafeteria. The incumbent must be able to raise food containers up to 40 lb. from floor level to counter height (36") as many as 60 times per day. The incumbent must be able to raise and pour up to 30 lb. of cooked menu items into serving pans and containers 20 or more times per day, and must be able to transfer stacks of 5 - 10 plates from carts to serving stations.

The incumbent must be able to move fully loaded food carts; raise and pour containers of prepared foods and salad bar ingredients; and place serving pans and containers in steam tables, on salad bars, and in other serving area. The incumbent must be able to stir, portion, dish, pour and place menu items in serving stations. The incumbent must be able to chop and slice salad and sandwich ingredients, using knives, parers, tomato slicers and other utensils, and must be able to operate a meat slicer. The incumbent must be able to stock serving lines, serve, prepare sandwich ingredients, and operate the cash register up to two (2) hours at a time for the entire length of shift.

The incumbent must be able to tolerate exposure to temperatures, ranging from -10⁰F in freezers to 500⁰F above steam tables. The incumbent must be able to tolerate exposure to high humidity; to airborne and splattering grease in kitchen production areas; and to live steam. The incumbent must be able to tolerate contact with acid-based food products, foodstuffs, vinegar's, vegetable oils and spices. The incumbent must be able to tolerate contact with cleansers, de-limers, detergents, bleach, ammonia and ammonia-based products, disinfectants and other cleaning and sanitizing agents used in the kitchen. The incumbent must be able to maneuver in restricted spaces in order to enter freezers to retrieve supplies. The incumbent must have sufficient vision with or without corrective lenses to accurately read customer bills, to see the keys in order to operate the cash register, and to read food and supply 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.