JOB SUMMARY:
Provides professional delivery of food and beverage service to customers. Ensures accuracy of customers’ orders and bills. Accepts and processes payments for food and beverages.

JOB ACCOUNTABILITIES:

* 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 proper banquet and catering service protocol. 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 up to 50 lbs.

**Preferred Education:**
High school or equivalent

**Preferred Experience:**
2 years

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

**Skills: Other:**
Communication -- written and oral skills

**Skills: Trade/Auxiliary:**
Compute totals
Handle cash
Handle knives
Maintain stock
Perform sales transactions
Prepare food and beverages
Serve customers
Serve food and beverages
Understand and apply policies and procedures

**Supervises: Level:**
May oversee student, temporary and/or resource 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 obtain electric cart certification. Valid California State Driver’s License may be required. Must successfully complete ServeSafe certification. Must have valid California Food Handler Card or obtain card within first 30 days of hire.

**SIGNATURES:**
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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