UNIVERSITY OF SOUTHERN CALIFORNIA
Food Production Helper (Union Only)
Job Code: 143143

OT Eligible: Yes
Comp Approval: 5/25/2011

JOB SUMMARY:
Provides customer service to University faculty, staff, students and guests. Performs basic hot and cold food preparation duties from recipes. 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 hot and cold 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 operate all equipment listed in Specialized Equipment (below). 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 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 successfully complete ServeSafe certification. Must have valid California Food Handler Card or obtain card within first 30 days of hire.

**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.

The University of Southern California is an Equal Opportunity Employer