

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION

POSITION TITLE: Head Service Attendant

JOB CODE : 030415, 030473

DATE PREPARED : June 2, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent accepts payment and makes change for food items during meal periods and stocks/cleans assigned areas. The incumbent also displays, maintains, and serves menu items in cold line according to proper serving methods and portion sizes.

DIMENSIONS

The incumbent reports to the Second Cook, Chef, or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Performs cashier duties during meal periods; accepts cash payment and makes change for food items;
2. Sets up and keeps cold serving lines and refrigerator reach-ins neat and replenished throughout meal periods; breaks down cold lines at end of meal periods; prepares serving line items for display/serving, (i.e., cutting pies/cakes/pastries, dishing up fruit, arranging milk/juice containers, etc.); ensures proper serving methods and portion sizes are used;
3. Assists in straightening dining room; replenishing supplies; setting/cleaning tables and chairs; cleaning microwaves, toasters, condiment areas; and writing menu on menu board, etc., in between meal periods;
4. Sets up and serves hot line throughout meal periods; fills steam tables to proper levels and adjusts temperature; ensures all menu items are on steam table with proper serving utensils in time for meal periods; breaks down hot line at end of meal periods;
5. Prepares money order sheets; turns in money and orders at end of meal periods;
6. Follows proper sanitation standards maintaining a "clean-as-you-go" environment; wears proper sanitation attire including whites, apron, hairnet, if required, cap, and gloves;
7. Maintains familiarity with daily menu items in time for meal periods;
8. Reviews menu with Second Cook or Chef and ensures that all necessary condiments, service utensils, and any special items are available in time for meal periods;
9. Properly stores and covers all leftover food items;
10. Informs Chef or supervisor of all outdated and/or non-appealing items; documents all discards properly;
11. Properly stores and rotates all stock and supplies as required;
12. Assists in kitchen production as directed by Second Cook or Chef;
13. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;

Head Service Attendant

14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Occasional-to-constant standing/walking throughout work shift;
2. Frequent sitting on stool at cash register during meal periods;
3. Frequent lifting/carrying cash drawer, supplies, etc., up to 20 pounds;
4. Frequent lifting/carrying food, dishes, and trays, up to 25 pounds; occasional lifting up to 50 pounds of loaded food trays/supplies;
5. Frequent pushing/pulling, closing cash drawer, cleaning, sliding plates, opening/closing doors, moving supplies, and cleaning while exerting force of 5 to 30 pounds;
6. Frequent bending/twisting at waist/neck while operating cash register, cleaning, working at counter or service line, preparing food, placing food in refrigerators, etc.;
7. Constant use of both hands/arms in reaching/handling/grasping/fingering while cashiering, cleaning, serving food, etc.; some overhead reaching required;
8. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include hand/eye coordination and visual acuity in near- and mid-range vision;
9. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors.
10. Frequent use of sense of smell in determining freshness and quality of food being served.