

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following 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.

Title: FOOD SERVICE ATTENDANT, SENIOR

Reports To: Designated Supervisor

UW Job Code: 7226

UW Job Family: 73 - Food Service

SOC Code: 35-9011

FLSA: Non-exempt

Pay Grade: 15

Date: 4-1-95 (revised 7-1-02; 1-14-03; 7-1-04)

JOB PURPOSE:

Coordinate and direct the work of subordinate employees assuring adherence to established standards for quality control and sanitation under general supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Train and supervise designated support staff on techniques and procedures; establish work schedules.
- Inspect area or lines and order replacement items, as directed, to ensure adequate supplies; maintain sanitation standards.
- Assist in formulating policies and procedures for designated areas and make recommendations to supervisor.
- Assist with handling patron complaints and requests; maintain pleasant and orderly atmosphere.
- Oversee line set-up and maintain adequate on-hand supplies for quality service.
- Present self in a neat and clean manner.

SUPPLEMENTAL FUNCTIONS:

- Order designated items from suppliers.
- Assemble and perform preventive maintenance on equipment.
- Maintain records daily as directed.
- May assist with special events as directed.
- May serve as backup including setting up lines, serving food, cashiering, and setting and bussing tables as directed.

COMPETENCIES:

- Attention to Detail
- Initiative
- Service Orientation
- Stress Tolerance
- Work Standards
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Procedures and techniques used in serving or maintaining sufficient food supplies in a large volume operation.
- Food preparation and presentation methods, techniques, and quality standards.
- Supplies, equipment, and/or services ordering and inventory control.
- Food service lines set-up and temperature requirements.
- Record-keeping procedures.
- Customer service principles.
- Effective interpersonal skills.

Skills and Abilities to:

- Schedule support staff.
- Communicate effectively.
- Lead and train staff and/or students.
- Understand and follow safety procedures.
- Keep accurate records.
- Safely use cleaning equipment and supplies.
- Lift and manipulate heavy objects.
- Follow routine verbal and written instructions.
- Maintain a pleasant atmosphere.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

Food service or kitchen environment; regular exposure to noise, vapors, temperature changes, chemicals, and fumes; moves up to 25 pounds one-third of the time.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.