

## George's Café

DHFS Title	Internal Title	Description	Direct experience required?	Required to lift 50 lbs?	Exposed to extreme temperatures?
Building Attendant	Building Attendant	Maintains cleanliness of all public areas including the kitchen and dining room by sweeping and mopping. Cleans dining area tables. Empties and takes out trash, compost, and recycling. Washes pots and pans, following the 3-sink compartment method and operates dish machine. Ensures all dishes are cleaned, sanitized, and heat dried. Receives shipment for stores and outside vendors. Stocks shelves and coolers with frozen items, grocery items, and bottled drink deliveries. Fills out temperature log for coolers and freezers on a daily basis. Follows all food, physical safety, and sanitation guidelines set for DHFS. Follows all policies and procedures of the University and DHFS. Follows all instructions given by supervisors. Required to stand for extended periods of time. Provides exceptional customer service to both internal and external customers in a facility that serves about 500 meals per day. Must be able to understand direction that is given to them in English. Works in a high production environment. Requires the ability to be flexible and to take initiative to find additional tasks when needed. Other duties as assigned.	NO	YES	YES  Enters coolers and freezers. Freezer jacket and gloves will be provided. Dish area is warm and moist.
	Cashier	Properly handles cash, credit card, and UT ID transactions while following the DHFS cash handling policy. Prepares cashier booth for opening by securing cash from supervisor. Closes cashier booth, and accounts for/turns in all monies and tickets received during a shift. Counts till at beginning of shift and balances till at end of shift. Accurately identifies all items and rings them up accurately. Follows all policy and procedures of the University and DHFS for money handling and deposit reconciliation at end of shift. Responsible for keeping current with all specials and pricing. Ability to understand and keep current with cash register (MICROS) and updates from DHFS. Restocks snack and chip racks, coffee bar, and bottled beverages. Assists in setting up, cleaning, and maintaining the front of house. Assists in inventory. Requires the ability to stand for extended periods of time. Follows all food, physical safety, and sanitation guidelines set for DHFS. Follows all policies and procedures of the University and DHFS. Follows all instructions given by supervisors. Provides exceptional customer service to both internal and external customers in a facility that serves about 500 meals per day. Must have strong communication skills and be able to communicate with customers in English. Other duties as assigned.	NO	NO  Up to 35 lbs.	YES  Enters coolers and freezers. Freezer jacket and gloves will be provided.
Food Prep	Food Prep	Prepares and assists in the production of food. Labels and dates food. Follows simple recipes. Takes temperatures of food and refrigerators according to food safety procedures. Takes customer orders and serves customers directly from the line, following portion size guidelines and answering any questions regarding the menu. Accurately identifies food items, portion sizes, and meal combination packages. Assists in routine cleaning to ensure the working area is cleaned and sanitized throughout the shift. Cleaning tasks include but are not limited to sanitizing counters, utensils, and floors. Follows all food, physical safety, and sanitation guidelines set for DHFS. Follows all policies and procedures of the University and DHFS. Follows all instructions given by supervisors. Follows procedures to take care of customers affected by food allergies. Requires the ability to stand for extended periods of time. Requires the ability to multitask and work with a sense of urgency. Provides exceptional customer service to both internal and external customers in a facility that serves about 500 meals per day. Must be able to understand direction that is given to them in English. Other duties as assigned.	NO	YES	YES  Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from ovens, grills, hot wells, etc.
	Barista	Prepares and assists in the production of food and coffee drinks. Labels and dates food. Follows simple recipes. Takes temperatures of food and refrigerators according to food safety procedures. Serves customers directly, following portion size guidelines and answering any regarding the menu. Assists in routine cleaning to ensure the working area is cleaned and sanitized throughout the shift. Cleaning tasks include but are not limited to sanitizing counters, utensils, and floors. Cleans coffee machine and prep equipment. Properly handles cash, credit card, and UT ID transactions while following the DHFS cash handling policy. Prepares cashier booth for opening by securing cash from supervisor. Closes cashier booth, and accounts for/turns in all monies and tickets received during a shift. Counts till at beginning of shift and balances till at end of shift. Accurately identifies all items and rings them up accurately. Follows all policy and procedures of the University and DHFS for money handling and deposit reconciliation at end of shift. Responsible for keeping current with all specials and pricing. Ability to understand and keep current with cash register (MICROS) and updates from DHFS. Restocks and prepares for the next day service, and secures the kiosk for the evening. Follows all food, physical safety, and sanitation guidelines set for DHFS. Follows all policies and procedures of the University and DHFS. Follows all instructions given by supervisors. Follows procedures to take care of customers affected by food allergies. Requires the ability to stand for extended periods of time. Requires the ability to multitask and work with a sense of urgency in a fast paced environment. Provides exceptional customer service to both internal and external customers in a facility that serves about 500 meals per day. Must have strong communication skills and be able to communicate with customers in English. Other duties as assigned.	NO	YES	YES  Stocking open air coolers. Heat from steam and hot beverages.