

J2 Dining

DHFS Title	Internal Title	Description	Direct experience required?	Required to lift 50 lbs?	Exposed to extreme temperatures?
Building Attendant	Dishwasher	Assists with the washing of plates, glasses, and utensils used in the dining room. Utilizes power sprayer to clean dishes. Assists with the cleaning of an industrial dish machine, garbage disposal, pulper, and return carousel. Responsible for sweeping, scrubbing, and mopping of floor. 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 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Must be able to understand direction that is given to them in English. Other duties as assigned.	NO	YES	YES Dish room is wet, hot, and humid.
	Busser	Cleans dining area tables and topping stations. Refills napkin holders. Stocks and cleans condiment stations. 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 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Must be able to speak and communicate with customers in English. Other duties as assigned.	NO	YES	YES Dish room is wet, hot, and humid.
	Drink Attendant	Maintains cleanliness of all public areas including the kitchen and dining room by sweeping and mopping as well as cleaning counters, cabinets, and machines. Cleans and restocks cereal, plates, utensils, glasses, etc. Refills milk, juice, coffee, and soda machines. 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 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Requires the ability to work with a sense of urgency in a fast paced environment. Must be able to speak and communicate with customers in English. Requires strong attention to detail and the ability to work with minimal supervision. Other duties as assigned.	NO	YES	NO
Cashier	Cashier	Greets customers as they arrive and leave our location. Properly handles cash, credit card, and UT ID transactions while following the DHFS cash handling policy. Completes paperwork related to cashier operation including transfer of funds, closing reports, cash reconciliation sheets, and deposit envelopes. 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. Assists in other areas as time permits, including cleaning of the dining room. Responsible for all specials and pricing, and keeping current with cash register (MICROS) and updates from DHFS. Sets up and takes down display plates. 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 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Must have strong communication skills, be able to communicate with customers in English, and be able to read and write in English. Other duties as assigned.	YES Limited to CW employees	NO Up to 35 lbs.	NO
	Back Checker (BC)	Greets customers as they arrive and leave our location. Properly handles UT ID transactions while following the DHFS cash handling policy. Completes paperwork related to cashier operation including transfer of funds, closing reports, cash reconciliation sheets, and deposit envelopes. Assists in other areas as time permits, including cleaning of the dining room. Responsible for all specials and pricing, and keeping current with cash register (MICROS) and updates from DHFS. Monitors the Eco-to-Go station by maintaining containers and checking customers in and out. Sets up and takes down display plates. 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 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Requires the ability to work with a sense of urgency in a fast paced environment. Must have strong communication skills, be able to communicate with customers in English, and be able to read and write in English. Other duties as assigned.	YES Limited to CW employees	NO Up to 35 lbs.	NO

Food Prep

Salad Bar	Prepares and assists in the production of food. Cleans and prepares vegetables and fruits. Responsible for the preparation of specialty salads. Labels and dates food. Follows simple recipes. Takes temperatures of food and refrigerators according to food safety procedures. Sets up and breaks down serving line and equipment. 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 and taking out trash. Assists with the restocking of plates. Assists with basic production, sanitation, and waste log paperwork. 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. Required to stand for extended periods of time. Provides exceptional customer service to both internal and external customers in a facility that serves about 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Must be able to understand direction that is given to them in English. Other duties as assigned.	NO Preferred	YES	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from hot soup wells. Cold from cold wells.
Pizza Server	Prepares and assists in the production of food. Assists with the preparation and cutting of pizzas. Labels and dates food. Follows simple recipes. Takes temperatures of food and refrigerators according to food safety procedures. Sets up and breaks down serving line and equipment. Serves pizza and other items to the customer directly from the line, following portion size guidelines and answers questions 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 and taking out trash. Assists with the restocking of plates. Assists with basic production, sanitation, and waste log paperwork. 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. Required to stand for extended periods of time. Provides exceptional customer service to both internal and external customers. Requires the ability to work with a sense of urgency in a fast paced environment. 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. Cold from cold wells.
Grill Line Server	Prepares and assists in the production of food. Labels and dates food. Assists with basic cooking such as grilling burgers, frying fries, and frying chicken strips. Follows simple recipes. Takes temperatures of food and refrigerators according to food safety procedures. Sets up and breaks down serving line and equipment. Serves burgers and other grill items to the customer directly from the line, following portion size guidelines and answers questions 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 and taking out trash. Assists with basic production, sanitation, and waste log paperwork. 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. Required to stand for extended periods of time. Provides exceptional customer service to both internal and external customers in a facility that serves about 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Must have strong communication skills and be able to communicate with customers in English. Other duties as assigned.	NO Preferred	YES	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from ovens, grills, fryers, hot wells, etc. Cold from cold wells.
Line 1 Server	Prepares and assists in the production of food. Labels and dates food. Assists with basic cooking such as cooking chicken breasts, hotdogs, and quesadillas. Follows simple recipes. Takes temperatures of food and refrigerators according to food safety procedures. Sets up and breaks down serving line and equipment. Serves assembly line items such as hotdogs and wraps to the customer directly from the line, following portion size guidelines and answers questions 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 and taking out trash. Assists with basic production, sanitation, and waste log paperwork. 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. Required to stand for extended periods of time. Provides exceptional customer service to both internal and external customers in a facility that serves about 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Must have strong communication skills and be able to communicate with customers in English. Other duties as assigned.	NO	YES	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from ovens, grills, fryers, hot wells, etc.
Line 2 Server	Prepares and assists in the production of food. Labels and dates food. Refills pans. Takes temperatures of food and refrigerators according to food safety procedures. Sets up and breaks down serving line and equipment. Serves casseroles and bakes to the customer directly from the line, following portion size guidelines and answers questions 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 and taking out trash. Assists with basic production, sanitation, and waste log paperwork. 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. Required to stand for extended periods of time. Provides exceptional customer service to both internal and external customers in a facility that serves about 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Must have strong communication skills and be able to communicate with customers in English. Other duties as assigned.	NO	YES	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from ovens, grills, fryers, hot wells, etc. Cold from cold wells.
Line 3 Server	Prepares and assists in the production of food. Labels and dates food. Assists with basic cooking such as cracking and frying eggs. Follows simple recipes. Takes temperatures of food and refrigerators according to food safety procedures. Sets up and breaks down serving line and equipment. Serves breakfast items to the customer directly from the line, following portion size guidelines and answers questions 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 and taking out trash. Assists with basic production, sanitation, and waste log paperwork. 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. Required to stand for extended periods of time. Provides exceptional customer service to both internal and external customers in a facility that serves about 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Must have strong communication skills and be able to communicate with customers in English. Other duties as assigned.	NO	YES	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from ovens, grills, fryers, hot wells, etc.

Line 4 Server	<p>Prepares and assists in the production of food. Labels and dates food. Follows simple recipes. Assists with basic cooking, such as stir fry. Takes temperatures of food and refrigerators according to food safety procedures. Sets up and breaks down serving line and equipment. Serves stir fry items to the customer directly from the line, following portion size guidelines and answers questions 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 and taking out trash. Assists with basic production, sanitation, and waste log paperwork. 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. Required to stand for extended periods of time. Provides exceptional customer service to both internal and external customers in a facility that serves about 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Must have strong communication skills and be able to communicate with customers in English. Other duties as assigned.</p>	<p>NO</p> <p>Preferred</p>	<p>YES</p>	<p>YES</p> <p>Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from ovens, grills, fryers, hot wells, etc. Cold from cold wells.</p>
Spice Bar	<p>Prepares and assists in the production of food. Labels and dates food. Takes temperatures of food and refrigerators according to food safety procedures. Sets up and breaks down serving line and equipment. 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 and taking out trash. Assists with the upkeep and refilling of the spice bar with items such as cheese sauce, refried beans, lettuce, and similar items. Assists with basic production, sanitation, and waste log paperwork. 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. Required to stand for extended periods of time. Provides exceptional customer service to both internal and external customers in a facility that serves about 1800-2400 customers per day. Requires the ability to work with a sense of urgency in a fast paced environment. Must be able to understand direction that is given to them in English. Other duties as assigned.</p>	<p>NO</p>	<p>YES</p>	<p>YES</p> <p>Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from hot wells and cold from cold wells.</p>