

Jester Basement

DHFS Title	Internal Title	Description	Direct experience required?	Required to lift 50 lbs?	Exposed to extreme temperatures?
Food Prep	Food prep	Prepares and assists in the production of food for 7 dining locations across campus. Assists with the preparation of salads, cold vegetables, and Grab & Go items to complete production orders for each dining location. Labels and dates food. Follows simple recipes. Takes temperatures of food according to food safety procedures. 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. Reviews and documents prep sheets on a daily basis for correct amounts to be produced. 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/high production environment. Must be able to communicate in English, and be able to read and write in English. Other duties as assigned.	NO	YES	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Limited heat from ovens.
Building Attendant	Dishwasher	Assists the Lead Dishwasher a in a hands on work environment. Ensures the cleanliness and sanitation of dish area. Retrieves dirty pans. Cleans and sanitizes and all pots, pans, cookware, and preparation containers from three floors. Ensures daily maintenance of a shuttle type dishwasher, pot washer machine, and food pulper. Empties and takes out trash, compost, and recycling. 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. Requires the ability to work with a sense of urgency in a fast paced/high production environment. Must be able to speak and communicate effectively in English. Other duties as assigned.	NO	YES	YES Dish room is wet, hot, and humid.
	Building Attendant	Maintains cleanliness of all areas including the kitchen, offices, locker rooms, and loading dock by sweeping, mopping, and vacuuming. Uses a floor cleaning machine to maintain all walkways in the basement. Empties and takes out trash, compost, and recycling. Maintains paper, plastic, and chemical supplies at sufficient levels. Assists in cleaning and sanitizing dishes as needed. 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. Requires the ability to work with a sense of urgency in a fast paced/high production environment. Must be able to speak and communicate effectively in English. Other duties as assigned.	NO	YES	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Dish room is wet, hot, and humid. Loading dock is outdoors and exposed to weather.
Stores Clerk	Stores Clerk	Provides routine clerical and manual work in receiving, storing, and issuing equipment, materials, and other supplies. Responsible for receiving, checking, marking, storing, and issuing supplies. Assists in the inventory of supplies stores in the stores unit. Unpacks, identifies, weighs, and checks goods for conformity with original order, and stores in proper storage area. Prepares outgoing shipments by crating or packing, weighing, labeling, and arranging for delivery. Responsible for maintaining stock records and preparing reports. Prepares receiving reports for incoming shipments. Maintains files of purchase orders, shipping tickets, and receiving reports. Receives requisitions and checks for completeness and proper authorization. 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. Considerable time spent lifting, bending, stooping, and standing. Requires the ability to operate standard machinery and equipment, such as pallet jacks. Provides exceptional customer service to both internal and external customers. Requires the ability to work with a sense of urgency in a fast paced/high production environment. Must be able to communicate in English, and be able to read and write in English. Works and interacts with staff members from other areas. Requires the ability to take initiative and work with minimal supervision. Other duties as assigned.	NO Preferred	YES Lifting up to 80lbs. Pushing/Pulling up to 92lbs.	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Loading dock is outdoors and exposed to weather.