

Kinsolving Dining

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 outside patio, kitchen, and dining room by sweeping and mopping. Cleans dining area tables. Operates carpet and floor buffers. Empties and takes out trash, compost, and recycling. Cleans and restocks beverages, cereal, plates, utensils, etc. Sets up and breaks down soft serve machine. Helps keep track of all cleaning supplies and equipment orders. 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 2,400 customers per day. Requires the ability to work with a sense of urgency in a fast paced/high production environment. Must be able to communicate, read, and write in English. Other duties as assigned.	NO	YES	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Outside patio is exposed to weather and is not climate controlled. Dish room is wet, hot, and humid.
	Dishwasher	Ensures all dishes are cleaned, sanitized, and heat dried. Unloads and stacks dishes and glassware and sort them for service. Empties and takes out trash, compost, and recycling. Cleans and maintains floors throughout shift and operates carpet and floor buffers. Reports any equipment that malfunctions or needed repairs. Keeps an inventory of all chemicals, supplies, and dishware. Takes and records temperatures of dish machine. 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 2,400 customers per day. Requires the ability to work with a sense of urgency in a fast paced/high production 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.
	Pots and Pans	Washes pots and pans, following the 3-sink compartment method and operates dish machine. Ensures all dishes are cleaned, sanitized, and heat dried. Empties and takes out trash, compost, and recycling. Ensures temperatures of dish machine are taken daily and tests sanitizer levels to ensure the proper ratio levels. 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 2,400 customers per day. Requires the ability to work with a sense of urgency in a fast paced/high production environment. Must be able to understand direction that is given to them in English. Other duties as assigned.	NO	YES	Dish room is wet, hot, and humid.
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. Closing duties also include assisting in the cleaning of the dining room. Responsible for all specials and pricing, and keeping current with cash register (MICROS) and updates from DHFS. 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. Requires the ability to work with a sense of urgency in a fast paced/high production environment. Provides exceptional customer service to both internal and external customers in a facility that serves about 2,400 customers per day. Must have strong communication skills, be able to communicate with customers in English, and be able to read and write in English. Required to stand for extended periods of time. Other duties as assigned.	YES	NO Up to 35lbs.	NO

Food Prep	Display Food Prep	Prepares and assists in the production of food. Labels, dates, and stores food properly. Supports the Chef Team in supplying high quality food while cooking in front of guests. Follows recipes. Requires the ability to work quickly and utilize knife skills. Takes temperatures of food and refrigerators according to food safety procedures. Serves customers directly from the line, following portion size guidelines, and answering 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. Completes temperature sheet, waste log, and production 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 2,400 customers per day. Requires the ability to work with a sense of urgency in a fast paced/high production 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	YES	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from ovens, grills, fryers, hot wells, etc.
	Food Prep	Prepares and assists in the production of food. Labels, dates, and stores food properly. Works collaboratively with cooks. Follows simple recipes. Utilizes knife skills. Takes temperatures of food and refrigerators 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. Completes temperature sheet, waste log, and production 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 2,400 customers per day. Requires the ability to work with a sense of urgency in a fast paced/high production environment. Must be able to communicate, read, and write in English. Other duties as assigned.	YES	YES	YES Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from ovens, grills, fryers, hot wells, etc.
	Line Server	Prepares and assists in the production of food. Labels, dates, and stores food properly. Takes temperatures of food and refrigerators according to food safety procedures. Serves customers directly from the line, following portion size guidelines and answering 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. Completes temperature sheet, waste log, and production 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 2,400 customers per day. Requires the ability to work with a sense of urgency in a fast paced/high production environment. Must be able to communicate, read, and write in English. Requires the ability to work with a sense of urgency in a fast paced/high production environment. 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.