

## Littlefield Patio Café

DHFS Title	Internal Title	Description	Direct experience required?	Required to lift 50 lbs?	Exposed to extreme temperatures?
<b>Building Attendant</b>	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. Keeps items on dirty pans rack organized and returns clean items. Cleans kitchen and work area, wipes down all sinks, walls and counters. Cleans and flushes floor drains, sweeps, and mops. 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 2,200 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.
	Building Attendant	Maintains cleanliness of all public areas including the outside patio, dining room, and restrooms by sweeping and mopping. Cleans dining area tables and condiment bars. Empties and takes out trash, compost, and recycling. Receives and puts away deliveries, breaks down boxes, and takes boxes to dumpster. Assists with stocking bottled drinks and retail coolers as needed. Restocks paper goods, silverware, and condiment supplies. Restocks coffee and drink bar and makes coffee 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 in a facility that serves about 2,200 customers per day. Requires the ability to work with a sense of urgency. 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. Outside patio is exposed to weather and is not climate controlled. Heat from hot coffee warmers.

<b>Cashier</b>	Cashier	<p>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. Stocks convenience store items, makes coffee, cleans dining area, sweeps, and mops. Assists with other duties including taking and recording temperatures of open air coolers. 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 2,200 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 and be able to communicate with customers in English. Other duties as assigned.</p>	NO	NO  Up to 35 lbs.	YES  Enters coolers and freezers. Freezer jacket and gloves will be provided. Heat from hot coffee warmers.
----------------	---------	---	----	-------------------------	---

<b>Food prep</b>	Food Prep	Prepares and assists in the production of food. Labels and dates food. Assists with basic cooking. 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. Empties and takes out trash, compost, and recycling. Keeps refrigerators and stock rooms clean and organized. Participates in team meetings and asks questions regarding expectations if clarification is 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. 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 2,200 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  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 and dates food. Follows simple recipes. Takes temperatures of food according to food safety procedures. Serves customers directly from the line, following portion size guidelines and answering 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. Sets up, maintains, and breaks down serving line. 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 2,200 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 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, hot wells, heat lamps, etc.