



Job Description

JOB DETAILS

Job Title: Catering Staff

Department: Dining Services

ID: DS_CateringStaff

Title of Supervisor: Catering Supervisor

Date Completed: 03/26/2012

JOB SUMMARY

Catering Staff will execute with accuracy all catered events to the campus and community of Grinnell College.

ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
Prepare food items/refreshments for various catered events Prepare food items/refreshments for various catered events on campus, using approved culinary practices.	50%
Responsible for the maintenance of a clean and sanitary Responsible for the maintenance of a clean and sanitary work area, including equipment, following all Federal, State and College standards, as well as practicing good personal hygiene.	20%
Responsible for the set-up, organization, teardown and Responsible for the set-up, organization, teardown and cleaning of the catering areas.	10%
Transport and set-up catered functions, including loading Transport and set-up catered functions, including loading and unloading catering vehicles.	20%

GENERAL RESPONSIBILITIES

1) Maintain regular and reliable attendance. 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. 3) Understand and comply with the policies of the College Staff Handbook. 4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. 6) Protect confidentiality of College information. 7) Provide leadership to others through example and sharing of knowledge/skill. 8) Communicate with others in a courteous and helpful manner. 9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing. 10) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Yes

No

Does this job have supervisory responsibilities? X
(place an "x" in the appropriate box)

Place an "x" in the appropriate box

If yes, how many?

Student Staff X

2 to 4

Non-exempt

Exempt

If "Student Staff" - Approximately how many total hours of student staff? 6 to 8

LEADERSHIP:

Do Not Enter

Provide limited supervision to others through motivation, direction, review and feedback of assigned tasks.

0%

SUPERVISION RECEIVED

Do Not Enter

Immediate supervision:

receive close supervision related to specific work activities, assignments, methods, etc; usually receive frequent surveillance over job activities; instructions are detailed and assignments are typical short-term.

0%

EDUCATION

Degree/Diploma

Program of Study

Required/Preferred

High School Diploma

Required

Additional Educational Requirements

High School Diploma or general education degree (GED) required

EXPERIENCE

Do Not Enter:

Six months or more

0%

COMPUTER OPERATIONS

Do Not Enter:

Basic personal computer skills including electronic mail, word processing, etc.

0%

CERTIFICATES, LICENSES, REGISTRATIONS

ServSafe Certificate

TRAVEL

Do Not Enter

No travel required.

0%

ADDITIONAL INFORMATION OR QUALIFICATIONS

Ability to accommodate a flexible work schedule

ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data			
Effective communication skills (written and verbal)		X	
Composing & comprehending communication materials (written and verbal)	X		
Establishing effective interpersonal relationships			X
Adjusting to changes (work load, environment, department structure, etc.)			X
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.		X	
Making decisions of moderate to substantial consequence	X		
Performing mathematical calculations	X		
Editing reports or technical materials			
Planning and organizing (work load, schedules, events, etc.)			X
	Under 1/3	1/3 to 2/3	Over 2/3
Handle stressful, emotional and/or frustrating situations		X	
Working with numerous distractions		X	
Working under a time pressure and within timelines/deadlines			X
Coordinating work with others			X
Handling multiple assignments and priorities			X

Completing work in an accurate manner		X
Concentrating - maintaining attention to details and tasks	X	
Memory functions (remembering names, details and procedures)	X	

PHYSICAL REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X	
Walk			X
Sit			
Ability to walk up or down stairs		X	
Use hands to finger, handle, or feel			X
Reach with hands and arms			X
Climb or balance		X	
Stoop, kneel, crouch, or crawl		X	
Talk or hear		X	
Taste or smell		X	
	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X
Up to 25 pounds			X
Up to 50 pounds		X	
Up to 100 pounds (with an assisted device)	X		
More than 100 pounds (with an assisted device)	X		

GENERAL PHYSICAL REQUIREMENTS

	Do Not Enter
Moderate physical activity performing somewhat strenuous daily activities.	0%

VISION REQUIREMENTS

	Do Not Enter
Close vision (clear vision at 20 inches or less)	0%
Color vision (ability to identify and distinguish colors)	0%

WORK ENVIRONMENT

Under 1/3

1/3 to 2/3

Over 2/3

Wet or humid conditions (non-weather) X

Extreme cold (non-weather) X

Extreme heat (non-weather) X

Outdoor weather conditions X

Work near moving mechanical parts X

Work in high, precarious places

Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)

Toxic or caustic chemicals

Work with explosives

Risk of electrical shock

Under 1/3

1/3 to 2/3

Over 2/3

Vibration (i.e. operating jackhammer, impact wrench)

Risk of radiation

Confined Spaces

ENVIRONMENTAL CONDITIONS

Do Not Enter

Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

0%

TYPICAL NOISE LEVEL

Do Not Enter

Moderate noise (examples: business office with computers and printers, light traffic)

0%

ADDITIONAL INFORMATION

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform the essential functions of this position. I agree to comply with college policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work practices, sexual harassment, discrimination or other misconduct to my immediate supervisor or other designated college officials. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources immediately. As an employee, I will strive to uphold the mission and core values of Grinnell College. I understand that my service to the institution contributes to the teaching and learning environment. I am aware that I act, in some ways, as a model and informal mentor to students and that my interactions with students, parents, prospective students, alumni, and the public in general reflects on the college.