

POSITION DESCRIPTION

POSITION TITLE: Catering Server and Catering Production

CLASSIFICATION: STDT 2

ORGANIZATIONAL UNIT: Housing•Dining•Hospitality Culinary and Market Services

DATE WRITTEN: Updated Dec. 2016

GENERAL DESCRIPTION OF POSITION

Catering Server - Under close supervision, employees will learn to provide general assistance to career food service workers. Employees will learn to provide formal banquet service to students, staff, faculty, and off-campus clients according to UC San Diego Catering standards. Catering service responsibilities include gathering the appropriate materials before delivery, the delivery of food via the use of electric carts, vans and full-sized box trucks, banquet set-up and cleanup, on-site inventory control, food preparation, serving, sanitation and the cleaning/maintenance of all equipment and accessories. Based on unit need, you may be scheduled to work nights, weekend, holidays or assigned to difference units.

Catering Production – Under close supervision, employees will learn to provide general assistance to career food service workers. Employees will learn to produce formal banquet style catering to students, staff, faculty, and off-campus clients. Areas of work responsibility will include food safety and sanitation, hot food production and cold food production in a high-paced kitchen environment. Employees will learn and use basic slicing, cutting, baking, frying, grilling and culinary plating and presentation techniques to produce catering orders. Additional work duties may include the general cleaning of all kitchen equipment, storerooms, refrigerators, and the washing of dishes. Employees may, on occasion, provide formal banquet service to student, staff, faculty and off-campus clients according to American Banquet Association etiquette and/or run action stations on-site. Based on unit need, you may be scheduled to work nights, weekend, holidays or assigned to difference units.

Under close supervision, employees will have completed required training along with requisite experience in customer service, food preparation, knife safety, cleaning, and sanitation. Additional work experience may include training other employees and assisting with customer relations

JOB DUTIES

- Wash, clean, sort produce.
- Learn to cut, chop, slice products either by hand or by machine.
- Utilizing assigned recipes, assemble ingredients for soups, salads, sandwiches, etc., in an efficient, organized manner.
- Learn to bake-off pre-prepared pie-shells, pre-formed cookies, panned bacon, etc.
- Learn to assemble and dish milk shakes, desserts, salads, breads, sandwiches, etc.
- Learn to grill pancakes, hamburgers, etc., fry (deep fat) potatoes, fish, etc.
- Learn basic catering set-ups.
- Complete training on the safe, sanitary, and productive use of kitchen equipment, i.e., slicers, choppers, mixers, grills, fryers, ovens, coffee urns, dish machine, floor machines, knives, and other small equipment.
- Clean equipment promptly and in a safe manner after each use.
- Serve customers in a pleasant, efficient, and polite manner.
- Work in team cooperation with others, serve as team leader in absence of supervisor.
- Stock and replenish food and supplies, maximizing slack time to perform this function.
- Promote positive customer relations with prompt reaction and concern for customer needs or problems.
- Handle cash and customers in an efficient, polite manner.
- Learn cash handling policies and procedures.
- Learn to operate the cash register.
- Learn prices of food items.

- Maximize slack periods of work to clean and wipe working area.
- Scrapes dishes and pots, loads, and unloads, fills, and maintains dish machine.
- Stores clean pots, dishes, and polishes silverware.
- Clean walls, mop floors and operate floor cleaning equipment.
- Clean storerooms refrigerated areas and restrooms as assigned.
- Clean ovens, grills and hoods as assigned.
- Complete sanitation class.
- Arrives promptly, clocks in at scheduled time.
- In case of unavoidable absence, notifies office or supervisor before scheduled work shift
- Takes meals and breaks in designated areas, when approved by supervisor, makes proper use of time clock. Clocks out and back in for meal breaks taken outside building.
- Consistently maintains good personal hygiene. Appearance is clean and neat.
- Knows and follows University policies.
- Responds to directions and corrections in a positive manner, accepts and readily performs other than routine job duties as requested.
- Consistently meets attendance standards.
- Does routine work without being directed.
- Ability to read computer requisition, add, subtract and multiply.
- Maintains a clean, orderly, and organized work area.
- Ability to stand for long periods of time which may include outdoors for up to eight hours.
- Complete cashier training.
- Completes basic kitchen training.
- Completes vehicle safety training.

REQUIREMENTS

- Must be eligible for student employment at UC San Diego: must pay UC San Diego Student Services Fees for each quarter of employment. Continuing students and spring quarter graduates must pay Spring Quarter Student Fees. New students or readmits for Fall quarter must pay Intent to Register Fees.
- Must communicate well with people.
- Is a customer service oriented individual who is not afraid to work in a fast paced food service environment.
- Must be flexible around your official Tritonlink class schedule.
- Must have a valid California State Driver's License and be willing to operate UC San Diego vehicles. Driver's record will be checked via DMV Employer Pull Notice Program at no cost to employee.

COMPENSATION:

\$15.50 /hour

Updated wage 1/1/2022