



Student Beverage Person

Job Title: Student Beverage Person

Reports To: Managers/Cook 1 & 2

Summary: This position is responsible for set up, service, breakdown and clean up of multiple functions of all beverage machines, and maintaining clean dining room.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned.

- Maintains all beverage items such as coffee, tea, milk, juice, coca-cola, crystal light are filled and displayed in a clean and consistent manner.
- Keeps all stations clean and free of debris during service as assigned.
- Perform quality work within deadlines with or without direct supervision.
- Adheres to policies and procedures to ensure consistency in the guest experience.
- Interact professionally with other employees & customers.
- Responsible for ensuring proper presentation, portion and hygiene
- Maintains sanitation and orderliness of all equipment, supplies and utensils within work area.
- Cleans workstation thoroughly before leaving the area for other assignments

Food Safety/Sanitation

- Handles foods items appropriately during preparation
- Ensures proper food preparation by utilizing approved recipes and in following prescribed production standards
- Cleans equipment, as assigned and in a timely fashion

Customer Service

- Represents company/school in a courteous, efficient, and friendly manner in all customer and employee interactions
- Interacts with customers in a manner to ensure customer satisfaction
- Greets customers courteously
- Demonstrates a complete understanding of daily menu items and explains same to customers accurately

- Relays relevant comments from customers directly to supervisors
- Interact with customers and resolves customer complaints in a friendly and service oriented manner
- Consistently exhibits the ability to keep up with peak cafeteria hours and does so calmly, accurately and efficiently
- Checks to ensure that all display foods are merchandised attractively per standards
- Serve food neatly and attractively per standard

Physical Safety

- Ensures corporate and OSHA safety standards are followed
- Follows principles of sanitation and safety in handling food and equipment
- Cleans up spills in the servery, dining area, his/her own work area immediately.

Corporate Standards

- Completes shift work, as assigned, in a timely and thorough manner in accordance with department standards
- Informs chef, supervisor, in a timely manner when supplies are low
- Follows and observes all company policies and procedures
- Follows company standards for attendance and punctuality
- Maintains professional appearance at all times, clean and well groomed in accordance with company standards
- Develops a positive working relationship with fellow workers and customers and avoids conflict
- Attends C.H.A.T. and all other training sessions
- Assist other functions as needed

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Reasoning Ability:

Required Training:

