

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
**Minnesota North College – Vermilion Campus**

<b>Employee Name:</b>	<b>Position Control Number:</b>
<b>Department/Division:</b> Food Service – Vermilion Campus	<b>Classification Title:</b> Intermittent- Food Service Worker
<b>Prepared By:</b> Jeff Nelson	<b>Working Title:</b> Intermittent - Food Service Worker
<b>X Non-Exempt</b> <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative	<i>If Exempt, attach required documentation</i>
<input type="checkbox"/> Unlimited <b>X Seasonal</b> <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	If seasonal, list months during the season worked
<input type="checkbox"/> Full-time <input type="checkbox"/> <b>Part-time X Intermittent</b> Percent if not full-time <b>20 %</b>	<b>Date Prepared:</b> December 2024

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature</b>	<b>Date</b>

**POSITION PURPOSE**

To assist in the coordination of the college food service by serving as a primary contact for customers, supervising assigned student workers and having the ability to coordinate all functions of the food service.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

**1. To assist in the daily operation of the college food service as follows:**

- a) To cook breakfast, short orders, lunch and serve the evening meal, under the direction of the lead cook, so that meals can be served efficiently to students and staff.
- b) Prepare the salad bar and sandwiches.
- c) Keep salad bar full during peak hours.
- d) Prepare bag lunches for athletic teams and students as requested.
- e) Monitor work study students.
- f) Help cook with dinner prep.
- g) Keep freezer in order.
- h) Operate the food service cash register as needed.
- i) Monitor students on meal plans to ensure proper use of ID cards.
- j) Report any major problems to supervisor.

**Priority: Essential          Percent of Time: 75%**

**2. To perform simple cleaning so that all health standards are met. To be familiar with health standards that must be followed.**

- a) Clean kitchen equipment, stoves, serving areas, countertops, refrigerators, tables etc. to meet health standards.
- b) Dish washing is the responsibility of all employees. Rinse dishes before using machine and be sure temperature is accurate. Notify supervisor if temperature is not correct.
- c) Clean dish room.
- d) Laundry.

**Priority: Secondary          Percent of Time: 15%**

**3. To assist the Lead Cook and Cook Coordinator.**

- a) Keep track of the food supplies that need to be ordered.
- b) Assist in preparing banquets and special student functions.

**Priority: Secondary                      Percent of Time: 5%**

**4. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.**

**Priority: Secondary                      Percent of Time: 5%**

**KNOWLEDGES, SKILLS, AND ABILITIES**

**Minimum Qualifications**

- Ability to follow oral and written instructions from the supervisor.
- Knowledge of how to prepare food items and quantities.
- Know how to use the appliances and utensils in the kitchen area.
- Knowledge of appropriate cleaning supplies and of cleaning procedures.
- Knowledge of safety rules.
- People skills to interact with the college community.
- Commitment to diversity as well as a demonstrated ability to work successfully with persons of diverse backgrounds including sensitivity to their needs and concerns.

**Preferred Qualifications**

- Experience working in food service or large company food service.
- Certified in food safety or food service.
- Ability to move/transport 25 lbs or greater.
- Ability to operate a cash register.
- Experience in inventory management skills.

**RELATIONSHIPS**

**This Position Reports to:** Director of College Services

**Supervises:** Lead to Work Study Students

**Internal and External Clientele and Purpose of Contact:**

The individual in this position will work closely with customers accessing the food service including; students, faculty, staff, and guests. In addition, this individual will work closely with administration, student services, and business office personnel as well as additional departments on campus.

**PROBLEM SOLVING**

Must be aware of the need to remain a self-sufficient operation and work with the Cook Coordinator to realize this goal. Most problems are brought to the supervisor of the food service. The Cook Coordinator will be second in line to answer questions.

**FREEDOM TO ACT**

**Budget:** N/A

**Decision(s) Position Makes and Decision(s) Referred to Higher Authority**

All employees must comply with department and institution procedures and policies, Minnesota State policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

*Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity.*