

Unique People Services Job Description

Job Title: Food Handler
Department: Crown Residence
Reports To: Residence Manager
FLSA Status: Non-Exempt
Prepared By: HR Director
Revised Date: 9-23-09

SUMMARY Responsible for handling a variety of duties such as food preparation, cleaning, serving, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Bring food and other supplies to serving areas.
- Serve residents meals in accordance with scheduled meal periods.
- Set and wait on tables and assist residents as needed.
- Clean dining room and service area, including equipment, tables, chairs, etc.
- Collect and dispose of trash and garbage after each meal.
- Prepare and provide snacks for residents as scheduled.
- Maintain inventory and requisition supplies/utensils as needed.
- Attend meetings and in-service training as scheduled.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. High School Diploma or GED with one year food service experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NOTE: This job description reflects management's assignment of essential and secondary functions. It does not prescribe or restrict the tasks that may be assigned. Tasks are subject to change at any time due to reasonable accommodation or other reasons.

E-mail resumes: recruit@uniquepeopleservices.org with Word document attachments. Only applicants being considered for an interview will be contacted. Unique People Services is an Equal Opportunity Employer.