Dining Service

Assistant Director: Susan Collins

Student Worker Supervisor: Marcie Hurshman (Dining Room/Catering Supervisor)

Dining Services Office Manager: April Mosher

Job Description/Duties:

I. Salad & Deli Bar

• Maintain supply of food items on salad bar during mealtimes
• Maintain supply of items on the deli bar including bread and condiments
• Keep soup pots supplied and cleaned
• Restock crackers, condiment tray, salad dressing packets
• Maintain supply of food items on hot food bar
• Maintain supply of dishes for hot food bar
• Keep area in a clean and sanitary fashion
• Must wear gloves at all times when handling food
• Clean glass on salad bar and menu signs
• Assist as directed by full-time staff member
• Sweep and mop salad bar and deli areas at the end of meals

II. Dining Room

• Clean and sanitize tables and chairs in the dining room
• Place chairs properly around the tables
• Restock napkins, sugars, salt & peppers on tables
• Vacuum when necessary
• Maintain and keep the table supplies cart cleaned and stocked
• Clean menu boards
• Take out trash
• Do not leave area without notifying staff supervisor
• Assist as needed in other areas of kitchen

III. Front Line Service

• Serve food items on the front line
• Maintain clean equipment and work area
• Provide food to service line
• Clean and sanitize pans and inside of steam table
• Clean doors on reach-in coolers
• Clean and refill salad dressing containers
• Sweep and mop service area floor
• Must wear gloves at all times when handling food
• Assist as directed by full-time staff member

IV. Dessert and Beverage
• Supply silverware and trays to service stations
• Keep cereal area clean / restock if needed
• Keep glasses, cups and saucers supplied to beverage areas
• Keep ice dispenser filled during and at the end of shift
• Replace juice in dispensers as needed
• Keep milk machines supplied
• Monitor yogurt machine and add yogurt as needed
• Restock ice cream cones, plastic spoons, and plastic dishes for yogurt
• Set out desserts and keep dessert station clean
• Restock dessert dishes as needed
• Make coffee as needed
• Restock hot chocolate, hot tea, instant coffee packets, and creamers as needed
• Keep beverage line wiped down and clean
• Sweep and mop front line area
• Monitor/clean waffle irons and keep waffle batter stocked
• Restock plates and toppings as needed

V. Dish machine

Dirty End:
• Scrape dishes, cups, bowls, etc.
• Load racks and silverware
• Clean auger, rollers, and liquid drain after each use
• Hand wipe conveyor area with hot soapy bleach water after each use
• Sweep and mop behind dish machine
• Place floor mat on dish machine
• Clean all baskets and drains on dish machine at close
• Remove all trash
• Clean out silverware sink and sanitize
• When not busy, help “clean end” put away dishes, sort silverware or assist in other needed tasks
• Do not leave area without first notifying immediate supervisor

Clean End:
• Remove all dishes (do not remove from dish machine until they reach the designated point)
• Air dry and put away in correct areas
• Place cookie sheets on machine and remove when clean
• Remove silverware and put to soak
• Restock salad bar table, dessert tables and deli area with all plates, bowls, silverware, etc.
• Sweep and mop “clean end” and under machine up to the front line area
• Place floor mat on dish machine
• When not busy sweep and mop the back two isles and back sinks
• Break down boxes
• Do not leave area without notifying immediate supervisor

Pots & Pans:
• Remove all pans from Front Line area
• Scrub all debris from pots & pans and place on dish machine
• Sweep and mop back two isles and sinks
• Wash all knives and put away
• Assist “Dirty End”
• Clean and sanitize sink and surrounding area
• Clean agitator in sink
• Clean out stainless steel scrub pads before putting away
• Do not leave area without notifying immediate supervisor

VI. Centennial Room Server
• Help full-time staff member with cleanup of Centennial Room
• Serve meals in Centennial Room following rules of fine dining service
• Put away dishes and silver
• Dispose of trash

VII. Prep Cook
• Collect ingredients for each of the recipes for the following day
• Measure ingredients for recipes / chop vegetables
• Clean up work area when job is completed
• Work with the cook on duty in preparing the final dish
• Fill out prep sheet
• Assist in other duties as directed by staff supervisor

VIII. Laundry
• Wash, dry, and fold linen
• Fold napkins for special occasions
• Steam tablecloths
• Maintain floors and equipment by cleaning and sanitizing
• Keep all linens neat and organized
• Assist in other areas as directed by full-time staff

**Hours:**

Part time employees work approximately 5 hours per week while full time employees work 8 hours a week, these hours can vary based on the position.