

Food Service Worker (Part-time)

Position #22-026

Pay Grade

01, Non-exempt, part-time (20 hours minimum, variable shift), benefits eligible. WVU Parkersburg provides competitive wages for its employees and takes experience and related education into consideration when determining appropriate salary. Learn more about the salary structure at: <https://www.wvup.edu/wp-content/uploads/2021/09/Salary-Structure.pdf>

Benefits

WVU Parkersburg offers a comprehensive benefits package. Learn more about available benefits at: <https://www.wvup.edu/wp-content/uploads/2021/09/Benefits-at-a-Glance.pdf>

To Apply

Submit an Employment Application packet and an unofficial copy of your college transcripts (if applicable). The Employment Application packet is available via the Employment Opportunities section at www.wvup.edu. WVU Parkersburg is an Equal Opportunity/Affirmative Action institution.

Function/Summary

This is a food service position that prepares food daily according to menus provided. Prepared foods include both hot dishes as well as cold items, such as sandwiches and salads.

Minimum Qualifications

Education: High school diploma or equivalent

Experience: Six months food preparation experience in a large-scale food service operation OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities

Licensure: Current WV food handler's permit (must be obtained within 30 days of employment)

Duties/Responsibilities

- Prepare entrees as specified on food service production worksheets.
- Carve portions of meat for individual serving.
- Gather food supplies needed for production.
- Mix ingredients to make icings, glazes and other toppings.
- Operate a cash register.
- Determine proper food preparation.
- Ensures proper storage of leftover food items.
- Maintains a clean sanitary workplace in accordance with county, state, and federal regulations.

Knowledge, Skills & Abilities

- Ability to perform basic mathematical calculations.
- Knowledge of kitchen production techniques.
- Ability to use commercial kitchen equipment.
- Effective communication skills.
- Ability to plan, organize, and set priorities on a continual basis.
- Ability to learn how to use a cash register.
- Knowledge of record keeping.
- Customer service skills.

Posted

December 20, 2021 and will remain active until filled with preference given to applications that are received by January 10, 2022.