

AgeWell Services		
Part Time Non Exempt	Position: Food Service Team Member	Classification: 1 March 2019

Supervisor:

Food Service Senior Manager
Food Service Manager

Credentials and Experience:

- High School Graduate
- ServSafe Certification is desired
- Food Service background with formal or on-going training
- Personal transportation with a valid Michigan driver's license and insurance is required
- Food service/Line Cook experience preferred.
- Customer service/Retail experience preferred.

Job Summary:

- With a variety of positions both entry level and skilled, AgeWell is constantly looking for new team members who are energetic, work well in team settings, are highly motivated and looking to make a difference.

Knowledge and Skills:

- Employee must exhibit excellent customer service skills. Good verbal and written communication. Good knowledge of food service operations, sanitation and nutrition regulations. Ability to resolve problems calmly and efficiently. Ability to prioritize and organize. Basic math skills. Adaptability and quick learning skills.

Duties & Responsibilities:

- Follow shift specific daily job flows to complete tasks efficiently and thoroughly.
- Maintain your work space in a clean, sanitary manner and report problems to supervisor.
- Perform routine cleaning duties as assigned.
- Be compliant with sanitation laws and food code requirements.
- Cross train and assist in other food service areas of Age Well Services as needed.
- Participate in fundraising events, training's, attend staff meetings etc. as required and perform any other related duties as assigned by Management

Key Competencies:

- Must be able to read, comprehend and increase/decrease recipes without direct supervision.
- Must be able to communicate effectively, both verbally and written, be able to delegate tasks to other employees as needed.
- Must be organized and be able to prioritize prep tasks to meet the needs of the day.
- Must be able to think on your feet, make quick decisions without having a manager available.
- Possess good work ethic to ensure high quality and consistency of all food & beverage items.

- Possess integrity and motivation to keep busy during slow times.
- Ability to work independently and also is able to functions as member of a team.
- Maintain a positive attitude and a willingness to be helpful and patient with customers.

Working Conditions:

May stand and/or walk most of the day, reaching and lifting of equipment and supplies is required. Must be able to work in an environment where temperature is not consistent. May stand and/or walk most of the day, reaching and lifting of equipment and supplies is required. Must be able to lift at least 40 pounds regularly. Employees must be available Monday through Friday between the hours of 5:30AM and 3:00PM as well as Tuesday and Thursday evening's until 7:00PM

Supervisory Duties:

None

I have received a copy of this job description and it has been reviewed with me.

Employee Signature

Printed Name

Date

HR Director Signature

Printed Name

Date