

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Food Service Worker (9-Month Position)
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	51800 - Dining Overhead
<b>Advertised Salary:</b>	\$16.52 hourly rate pursuant to the FSU and AFSCME/AFL-CIO Agreement.
<b>FLSA:</b>	Non-Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	Custodial, Maintenance, Dining, Skilled Trade (AFSCME Local 1609)
<b>Term of Position:</b>	9 Month
<b>At Will/Just Cause:</b>	Just Cause
<b>Summary of Position:</b>	A position classified as a Food Service Worker is available with Dining Services at The Quad Café. This is a 9-month full-time position for the academic school year, beginning on August 20th, 2023. Normal working hours are Monday-Friday, 12:30-9pm. Days off are Saturday and Sunday. The employee may be required to work other times, including evenings and/or weekends. Provide food services support by preparing and serving food, waiting on customers, and maintaining assigned area. If required by job duties, employee must be able to fulfill the University's requirements concerning issuance and use of University keys. This is an AFSCME bargaining unit position.
<b>Position Type:</b>	Staff
<b>Required Education:</b>	High school diploma or GED equivalency.
<b>Required Work Experience:</b>	Six months full-time equivalent experience in commercial food service to include food preparation.

<b>Required Licenses and Certifications:</b>	
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Bending</li> <li>• Carrying</li> <li>• Moving</li> <li>• Reaching</li> <li>• Twisting</li> <li>• Balancing</li> <li>• Lifting</li> <li>• Pulling/Pushing</li> <li>• Repetitive Movement</li> <li>• Standing</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	
<b>Essential Duties/Responsibilities:</b>	<p>As directed, train others in the performance of the characteristic duties.</p> <p>Assist other food service employees as needed.</p> <p>Assure that food is palatable and appetizing.</p> <p>Cook and handle food according to safe food handling/sanitary requirements following departmental sanitation policies.</p> <p>Interact with customers and staff in a polite, friendly, and courteous manner.</p> <p>Maintain equipment, pots, pans, utensils, and work area in a clean, orderly and sanitary condition following departmental sanitation policies.</p> <p>Minimize food waste.</p> <p>Obtain foods from storage areas.</p> <p>Operate various kitchen equipment and machines, utilize utensils.</p> <p>Perform the work of other Dining Service classifications when assigned.</p> <p>Prepare food for serving and assure continued food availability.</p> <p>Prepare foods using recipes generated from the computerized menu management system.</p> <p>Respond to special dietary requests.</p> <p>Setup and maintain food preparation area, food serving and display areas, in an attractive and sanitary manner.</p> <p>Other duties may be assigned.</p> <p>Maintain safety and sanitation standards in all duties and responsibilities.</p> <p>Report to immediate supervisor.</p> <p>Train and direct the work of student employees in the performance of the characteristic duties. Carry out these responsibilities in</p>

	<p>accordance with University policies and applicable laws.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students, faculty, staff and community members.</p> <p>Any other duties assigned within the position classification area.</p>
<b>Marginal Duties/Responsibilities:</b>	Remove trash, break down cardboard boxes, and assist in the University recycling efforts.
<b>Skills and Abilities:</b>	<p>Ability to communicate effectively.</p> <p>Ability to interact with the public in a friendly, polite and courteous manner.</p> <p>Be familiar with seasoning requirements and kitchen equipment.</p> <p>Cook a variety of foods in large and small quantities.</p> <p>Follow safety and sanitation standards and practices.</p> <p>Keep accurate records.</p> <p>Read, understand and follow recipes, directions, safety labels, equipment operations manuals, etc.</p> <p>Work harmoniously with others in variable temperatures; close confines; noise and stressful situations and workloads.</p> <p>Ability to perform repetitive tasks.</p> <p>Ability to push/pull carts weighing a maximum of 125 pounds.</p> <p>Lift a minimum of 15 lbs. and occasionally up to 50 lbs.</p> <p>Reach, lift, bend, stoop, push, pull, walk and turn.</p> <p>Stand for entire shift.</p> <p>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Cover Letter</li> <li>• Resume</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	
<b>Initial Application Review Date:</b>	July 17th, 2023
<b>Open Until Position is Filled?:</b>	True
<b>Posting Close Date:</b>	
<b>Contact Information:</b>	For inquiries related to this job posting, please contact Ferris State University's Human Resources Department at (231) 591-2150,

	Monday – Friday between 8am and 5pm EST, or email us at <a href="mailto:fsujobs@ferris.edu">fsujobs@ferris.edu</a> .
<b>EEO Statement:</b>	Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a> . The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University’s Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a> .