

# The Southern Baptist Theological Seminary

## Position Description

**Position Title: Dining Hall Assistant**

**Department: Pioneer College Caterers**

**Position Code: I0532**

**Date Prepared: 7/31/15**

**FLSA Status:**  Exempt  Non-Exempt

**Full Time:** Yes  No

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### **JOB SUMMARY:**

The responsibility of the assistant is to ensure a smooth experience for our dining patrons.

### **ESSENTIAL JOB FUNCTIONS:**

The employee in this position will have the following essential job functions:

- Assist in prepping food on the grill, in the rotisserie or at the salad bar or sub zone
- Handle transactions from the register
- Maintain appearance of the dining hall
- Clean dishes
- Sweep and mop floors

Performs other duties as may be assigned by supervisor.

### **EDUCATION:**

The person in this position should have completed some basic schooling.

### **EXPERIENCE:**

The person in this position should have some customer service experience.

### **SUPERVISION:**

The person in this position will supervise no one.

The person in this position will report to the Service Manager.

### **WORK ENVIRONMENT:**

The person in this position will work in a kitchen environment; standing for long periods of time will be required. Must be able to lift up to 25 lbs.

### **EQUIPMENT:**

The person in this position will use the following equipment: slicing equipment will be used on occasion as well as cleaning equipment.