

The Southern Baptist Theological Seminary

Position Description

Position Title: PCC Evening Sub-Station/Salad Bar Attendant

Department: Pioneer I0551

Date Prepared: 1/4/17

Pay Rate: \$9.93/hr

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Sub-Station/Salad Bar Attendant will be responsible for the upkeep of the food and ingredients of the sub-station and the salad bar. It also requires a timely and organized closing of the station at the end of the night. Some functions would include making sandwiches to order and refilling the salad bar ingredients.

ESSENTIAL JOB FUNCTIONS:

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

- Excellent communication skills
- Manage supplies and ensure orderly work areas
- Attend to customer needs during meal times
- Greet guests upon arrival
- Display great customer service skills
- Professional appearance required
- Able to bend, kneel, squat, stand and lift heavy objects as needed (up to 50 pounds)
- Mandatory five-day work week, 4:30 pm-8:30pm

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position should have a minimum of a high school diploma.

EXPERIENCE:

Experience is not needed for this position but some food handling experience is preferred. On the job training will be provided.

SUPERVISION:

The person in this position will report to the Chef or Dining Hall Supervisor.

WORK ENVIRONMENT:

The person in this position will work in a fast-paced, family atmosphere and guest integrative environment.

EQUIPMENT:

The person in this position will use the following equipment: Knives, food processor, oven and bread proofer.