



# Part Time Kitchen Helper Job Description

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following position and invites applications from interested individuals.

<b>Job Title:</b> Kitchen Helper	<b>Reports to:</b> Unit Immediate Supervisor
<b>Unit:</b> Union Square <b>Salary Grade:</b> \$8.11-8.88	<b>Schedule:</b> Varies

## Job Summary

To assist in various capacities in a food service operation

## Work Performed

- Interprets menus to customers
- Accurately follows recipes with special emphasis on portion control and garnishing
- Serves food in a friendly and helpful manner
- Maintains and cleans work area
- Washes dishes, pots and pans
- Operates and cleans equipment
- Stacks dishes, glasses and silverware
- Takes care of dining area
- Removes trash
- Sets up and maintains food items; checks appropriate temperature of food on line
- Serves as cashier and LCR checker
- Serves as host/hostess
- Assists with training/supervising of student and part-time employees
- Other related duties as assigned by management

## Job Specification:

**The position is very physical as such:**

- Ability to bend, stoops, kneel, crouch and twist.
- Ability to stand for prolonged periods of time – all day if necessary.
- Repetitive Motion:  
Simple grasping, firm grasping, fine manipulation, pushing, pulling and reaching.
- Dependability
- Punctuality
- Cleanliness
- Neatness
- Good physical condition
- Ability to lift a minimum of 30 pounds on a regular basis
- Accuracy in the performance of basic math skills

- Ability to get along well with others
- Ability to supervise
- A solid understanding of sanitation and safety procedure
- Ability to operate appropriate equipment

**Qualifications:**

- High School diploma or equivalent and one year of food service experience, OR
- Three years of experience in food service activities
- Serv-Safe Certified preferred
- Clean Drivers License

The person working in the kitchen is responsible for helping the cook and the assistant cook produce meals as efficiently as possible.

- Report to cook or assistant cook at beginning of shift, at the completion of each task and before leaving the end of the shift (if unable to report to one of the cooks at the end of the shift, see a student manager or manager.
- Know how to safely operate and properly clean machines/appliances in kitchen: ex. Fryer, broiler, slicer, grill, steamer, etc. At the completion of each task, working area should be cleaned and all food and equipment should be brought to their respective areas.
- Know where all equipment is stored: ex.- knives are stored on magnetic strip on the wall.
- Know where all food and produce is stored. (Cook’s cooler, produce cooler, storeroom, etc.)
- Know the process of pots and pans – all knives must be cleaned by those who used them, not left on pots and pans counter.
- Rinse your dirty pots and pans; do not leave them with food left in them.
- Expect to work in other areas besides the kitchen if asked to do so (Pots and Pans, dish room, etc.)

**Date Posted: 8/10/11**

Applications will continue to be accepted until the position is filled.

**Apply to:**

BASC at The College at Brockport  
 Human Resource Office – Brockway Hall  
 350 New Campus Drive  
 Brockport, NY 14420

**Electronic submissions may be sent to:**

bascjobs@brockport.edu

\*Attachments must be in Microsoft Word, rich text format, or PDF file.

**Contact Information:**

**Phone:** (585) 395-2752

**Fax:** (585) 395-2663

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