

Metz Culinary Management

JOB DESCRIPTION

Position: Food Service Administrative Assistant

Immediate Supervisor: General Manager

This position requires thorough knowledge of the daily menu, portion sizes and specific sale price of each item. A strong knowledge of basic mathematics and handling of moneys are required. An upbeat attitude and a cheerful personality are expected at ALL times. The position requires the individual to possess the ability to learn and use the cash register, computer, and be able to control the flow of patrons through your work area, be creative in merchandising, attentive to keeping food displays full, clean, temperature correct and a suggestive salesperson. Your attendance when scheduled is extremely important and your ability to work cooperatively with others is essential.

Duties & Responsibilities

- Receive phone calls and take reliable messages
- Assist Faculty, Staff or Students with any of their needs
- Greet Visitors
- Maintain Records of food Supplies and Purchases
- Assist with ordering if necessary
- Assist with Preparation of Inventory
- Input invoices and create accurate files for recording.
- Maintain Confidentiality

Essential Physical-Mental Functions And Environmental Conditions

- Must possess the ability to read and speak English fluently and have an understanding of basic mathematics.
- Report for work at the scheduled time in proper form.
- Check and adjust menus and daily procedure sheets for staff direction and special instructions.
- Prepare all foods as directed according to Metz Culinary Management recipe, adjusting each with your supervisor for quality, quantity, and condition in a timely manner to meet all service schedules.
- Prior to each service period, participate in a line meeting with service personnel; explaining, tasting the foods offered, demonstrating portion size, method of service, ensuring all line items are properly garnished, and at proper service temperature.
- Accurately prioritize work assignment for yourself and your staff in order to complete assigned tasks in a timely manner to meet service needs.

- You must be able to lift 50 lbs. of weight and be able to place it at various heights for storage and service needs.
- Work with a minimum amount of supervision.
- You must be able to perform repetitive functions and repeated lifting, pushing, and carry items that weigh 50 lbs.
- When working in an environment that has equipment that may cut, burn or otherwise harm yourself or your staff, you must be aware of their safety and ability to perform in these areas, making your supervisors aware of any unsafe action or condition.
- Clean and maintain your work area at all times, scheduling special cleaning projects with your supervisor for down times.

Working Conditions

Works in a clean, well-lit, well-ventilated kitchen. Must be able to withstand heat while working around stove, ovens and changes in temperatures when going in/out of refrigerated or deep freeze areas. Must be aware of the dangers of cuts and burns while working with kitchen equipment. Must exhibit safety awareness in working areas with wet, slippery, floors and exposure to hazardous materials.

ACKNOWLEDGEMENT: I have read, reviewed and understand the requirements, including the essential job functions and physical demand of my job description, and I agree that I can perform these requirements with or without reasonable accommodations.

Please sign:

Print Name _____

Signature _____ **Date:** _____