



# Part Time Kitchen Helper Job Posting

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: Kitchen Helper</b>  | <b>Reports to: Unit Manager/Chef Manager</b> |                                |
| <b>Department: TRAX</b>   | <b>Pay Range: \$10.75-\$11.75</b>            | <b>FLSA Status: Non-Exempt</b> |
| <p><b><u>Position Summary:</u></b></p> <p>Prepares and serves food, operates cash register, washes dishes, cleans and assists in various other capacities in a food service operation.</p>  |  |                                |
| <p><b><u>Essential Functions:</u></b></p> <ul style="list-style-type: none"> <li>• Under direction, prepares food such as pizzas, pastas, paninis, etc. using established recipes.</li> <li>• Operates kitchen equipment including slicer, deep fryer, turbo chef, microwave, digital food monitoring system, espresso machine, and other similar equipment.</li> <li>• Sets up food for service, ensuring temperatures are within safety guidelines and recorded. Takes corrective action when necessary.</li> <li>• Serves food, and communicates appropriately with customers about the food.</li> <li>• Performs cashier duties using the POS system.</li> <li>• Maintains production and usage records as required.</li> <li>• Maintains established quality, food safety, and workplace safety standards, including HACCP and NYS Dept. of Health guidelines.</li> <li>• Performs general cleaning, trash removal, and dish washing.</li> <li>• Restocks supplies.</li> <li>• Demonstrates excellent customer service at all times while working in a fast-paced, team environment.</li> <li>• Participates in training and performs other duties as assigned.</li> </ul> |  |                                |
| <p><b><u>Education and Training</u></b></p> <ul style="list-style-type: none"> <li>• High School/GED preferred</li> </ul>   |  |                                |
| <p><b><u>Work Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Minimum 1 year relevant food service experience, preferred.</li> <li>• Any combination of education and experience that demonstrates an ability to do the job will be considered.</li> </ul>   |  |                                |

**Physical Demands:**

- Position is very physically active.
- Must be able to lift/move 30 lbs. on a regular basis
- Ability to stand (all day if necessary), walk, bend, kneel, crouch, twist and reach as the job requires.
- Ability to do repetitive motions: grasp, push, pull, fine manipulation with knives and other common kitchen implements.

**Licensure/Certification:**

- ServSafe Certification preferred

**Skills/Abilities:**

- Able to read and write English.
- Possess basic math skills.

**Work Environment:**

Typical Kitchen: exposure to extreme temperatures cold/heat, flame, chemicals, knives/sharp objects

**Date Posted:** 2/8/18

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

**Employment at Brockport Auxiliary Service Corporation is subject to the favorable result of a pre-employment background investigation.**

**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@basc1.org

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

**Contact Information:**

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

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