



# 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: The Square</b>	<b>Pay Range: \$10.25-\$11.25</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>• Follows established recipes.</li> <li>• Under direction, prepares cold foods, assembles and cooks pizzas, pasta, Paninis and other similar foods.</li> <li>• Uses slicer, deep fryer, turbo chef, microwave, digital food monitoring system, espresso machine and other similar equipment.</li> <li>• Washes dishes, pots and pans. Stacks dishes, glasses and silverware.</li> <li>• Removes trash. Cleans and straightens dining room.</li> <li>• Sets up and maintains food items; checks appropriate temperatures, takes corrective action when necessary.</li> <li>• Serves as cashier, host/hostess, and server. Interprets menus to customers.</li> <li>• Maintains production and usage records as required.</li> <li>• Checks and maintains quantity and quality of food</li> <li>• Maintains high sanitary, hygienic, and safety standards and conditions, adhering to HACCP and NYS Department of Health guidelines. Assures cleanliness and maintenance of kitchen and equipment.</li> <li>• Directs work assignments of and trains student workers.</li> <li>• Performs general cleaning, stocking and recordkeeping.</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 food service duties as requested by management.</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.</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.
- 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:** 6/7/17

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@brockport.edu

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

**Contact Information:**

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

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