

JOB DESCRIPTION - SERVER

Qualifications: Knowledge of basic food preparation and serving, and kitchen cleaning.

Reports to: Head Cook

Basic Function: Prepare and serve meals, clean kitchen equipment and utensils, and assist with any other meal preparation tasks as assigned by the head cook.

Work Schedule: Regular Part-time, Level III food service position with hours determined by assignment.

Job Goal: Assist in the preparation of healthy, nutritious meals and maintain a clean, safe food processing and storage environment.

Responsibilities:

1. Meal Preparation and Serving
 - a. Assist head cook and cook with food preparation.
 - b. Serve meals.
2. Cleaning
 - a. Help with daily dishwashing.
 - b. Assist with daily kitchen cleanup.
 - c. Assist with periodic major kitchen cleaning.
3. Working Schedule
 - a. Notify Director of Food Services whenever leaving building and grounds.
 - b. Follow assigned work schedule.
4. Other Responsibilities
 - a. Maintain friendly and courteous relationships with co-workers.
 - b. Perform nonroutine duties as assigned by Director of Food Services

Approved: June 20, 1994

SERVER EVALUATION

NAME _____

DATE _____

Superior	5
Very Good	4
Average	3
Fair	2
Poor	1

Meal Preparation and Serving

- _____ a. Assist head cook and cook with food preparation.
- _____ b. Serve meals.

Cleaning

- _____ a. Help with daily dishwashing.
- _____ b. Assist with daily kitchen cleanup.
- _____ c. Assist with periodic major kitchen cleaning.

Working Schedule

- _____ a. Notify Director of Food Services whenever leaving building and grounds.
- _____ b. Follow assigned work schedule.

Other Responsibilities

- _____ a. Maintain friendly and courteous relationships with co-workers.
- _____ b. Perform nonroutine duties as assigned by Director of Food Services..

Comments: _____

Supervisor

Date

Employee

Date

The employee's signature indicates that the employee has read the above evaluation and has received a copy and does not necessarily mean that the employee agrees with all the observations and comments. Employees are invited to attach any additional comments to this evaluation.

Approved: June 20, 1994