

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Dining Services Baker/Float

Preparation Date: January 16, 2019

Function of Position:

Responsible to the appropriate supervisor for working $\frac{3}{4}$ time in the Bakery and $\frac{1}{4}$ time working in other areas such as preparing and serving food, cleaning food service equipment and facilities, cashiering, and waiting on customers in retail dining establishments. All bakers work in Mensa for some meals in order to obtain customer contact time.

Principal Duties and Responsibilities:

- 1) Prepare food from menu, recipes, and as instructed by supervisor. Operate food service equipment (51%)
- 2) Cashier in retail operations and checker in board operations. (25%)
- 3) Label and date specified products on salad bar, deli bar, and produce coolers. Maintain, organize, and sanitize work areas. Wash dishes, pans, equipment, and all work areas. Do laundry for all dining areas. (22%)
- 4) Direct student employees. (2%)
- 5) Perform other related duties as assigned.

Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

Minimum Qualifications:

Requires basic math skills and 9 months of effective experience.

Application Procedure:

Please complete the online application found at our website www.wartburg.edu/hr or you can send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. Screening begins immediately and continues until position is filled.