

Job Title:	Food Service Associate I	Job Number:	FINOPS-0003
Department:	Finance and Operation - Cafe	Job Grade:	11
Reports To:	Food Service Supervisor	FLSA Status:	Non-exempt

Job Purpose and Objectives:

Responsible for cleaning, food preparation, cooking, and cashiering in the cafeteria and catered events for Labette Community College.

Supervisory/Management Responsibilities:

- Yes No This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Prepares foods using necessary equipment as instructed and restocks as needed
2. Serves customers, orders food supplies and works interpedently without supervision
3. Cleans and sanitizes work and serving areas
4. Ability to cook on commercial grill and fryer and perform cash register duties as needed
5. Maintains food safety, temperature guidelines and quality customer service standards
6. Ability to keep current and comply with all Kansas Health Department rules
7. Assist with ordering and preparing for catering orders
8. Occasional overtime, evening and weekend hours may be required
9. Enforces and maintains compliance with all federal, state and local laws and ordinances
10. Performs other duties as assigned or deemed necessary
11. Complies with all organizational and departmental policies and procedures
12. Operates all job-related equipment, machinery, tools and other aids as required or needed
13. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
14. Travel to the grocery store is required, additional Travel may be required on occasion

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. High school diploma or other equivalent
2. Three months of full-time food service experience or six months part-time experience in a medium volume food service operation preferred
3. Experience operating commercial food service equipment preferred
4. Cash register experience preferred
5. Must hold the Food Service Associate I position at LCC for 12 months and have been given at least 2 satisfactory performance evaluations before being eligible to transition to the Food Service Associate II.

Certifications / Licenses:

1. Valid Driver's License

Skills/Knowledge/Abilities:

1. Knowledge of food preparation in the food service and catering industry
2. Displays good personal hygiene
3. Experience with grill and fryer cooking
4. Good organization and communication skills
5. Excellent time management skills and ability to multi-task and prioritize work
6. Ability to fulfill all duties with minimal supervision and to work independently
7. Assess situations rapidly and make logical decisions in a timely manner
8. Analyze facts and exercise sound judgment
9. Ability to effectively manage projects and multiple priorities simultaneously
10. Strong written and verbal communication skills

11. Problem solving and critical thinking skills
12. Strong math, spelling, computer, and calculator abilities
13. Ability to communicate in a professional, calm and courteous manner with the general public and employees
14. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Ability to use kitchen equipment, exposure to heat and cool temperatures, use gloves when handling food.
- Ability to use, be exposed and maintain cleaning chemicals.
- Ability to lift, push, pull, and carry up to 40 pounds

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- | | |
|--|---|
| <input type="checkbox"/> Employee Information | <input type="checkbox"/> Managerial Information |
| <input checked="" type="checkbox"/> Organizational Information | <input type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
1	HW	02/26/26	Review and revise requirements