

University of Dubuque
Student Employment Opportunities

Food Service

JOB TITLE:	FOOD SERVICE PAC-PRODUCTION
Department:	Food Service
Location:	PAC
Supervisor:	Andrew Mettert Theresa Spann
Phone Number:	563-589-3137 or 563-589-3138
Email:	amettert@dbq.edu tspann@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none"> • Prepare all food items according to menus, recipes and procedures to ensure consistency • Organize work assignments and tasks to meet deadlines • Work with staff to prep, cook, assemble and dish food • Learn every position; demonstrating ability to work different locations • Make sure management is aware of production needs for ordering • Perform all assigned side work, including replenishing/restocking work station with supplies • Follow control procedures for food cost and quality • Strive for attractive plate presentation • Rotate all products – first in/first out; label and date all products to ensure food safety and sanitation. • Check station before, during and after shift for proper set-up and cleanliness • Follow all health codes and hand washing procedures; encourage team members to do the same • Maintain a clean and sanitary work area, following food safety and sanitation procedures. • Maintain proper personal hygiene standards. • Maintain a safe work environment by correcting and reporting any potential hazards to your immediate supervisor. • Maintain high quality of customer service • Comply with all procedures covered in Orientation/Training • Maintain compliance with dress code • Monitor posted work schedule to ensure reporting to all shifts as scheduled
# of Positions:	<input type="checkbox"/> Breakfast- 6:00AM-10:00AM <input type="checkbox"/> Lunch- 10:00AM- 2:00PM <input type="checkbox"/> Mid- 2:00PM- 5:00PM <input type="checkbox"/> Dinner- 4:00PM- 9:30PM <input type="checkbox"/> Late - 7:00PM- 1:00AM