Downloaded from <https://www.velvetjobs.com/job-descriptions/food-service-assistant>

# Example of Food Service Assistant Job Description

Our company is searching for experienced candidates for the position of food service assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for food service assistant

* Review cell phone inventory for Food Service department as it relates to issued phones and data usage
* Provide courteous, friendly food service to employees, visitors and physicians
* Assists the Food Service Supervisor to oversee the Cantina and catering for campus events and departmental meetings
* 2 days during the week in the dishroom with additional Food Service Assistant tasks as needed
* Knowledgeable of, observes and complies with hospital Food Physical safety policies, emergency procedures, and standard precautions
* Treats all information and data within the scope of the position with appropriate HIPAA confidentiality and security regulations
* Utilizes operational standards and targets to measure the achievement of the business unit’s objectives
* Supervises salaried and hourly manager and supervisors and front line staff
* Takes positive actions to recruit, hire, and facilitate the development of NANA shareholders
* Manage and oversee activities in Catering, Retail Foods, and Beverage departments, all areas of the building and ensure overall guest satisfaction and adherence to business goals

## Qualifications for food service assistant

* Works closely with our sales admin
* Prepare, set-up, deliver, serve, clear, clean and store away any food, beverages or equipment required for special functions and/or hospitality services
* Empty, remove and store rubbish as required
* Experience in a similar catering/customer facing role preferred
* Exhibits a friendly, caring attitude to patients when introducing the Catering to You program, taking menu selections, delivering trays, inquiring during catering rounds and retrieving trays
* Adheres to Emergency Preparedness Program