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# Example of Food Service Assistant Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of food service assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for food service assistant

* Performs clerical duties as needed, such as filing, photocopying, and collating
* Attends meetings which require note taking and distributes
* Assists with navigating the University’s processes for purchasing, human resources issues, accounts payable/receivable, payroll and timekeeping, public safety/parking, etc
* Assists with additions and modifications necessary in the back office point of sale system such as cashier codes, menu updates, price changes
* Coordinates change orders two days a week
* Process contractor email account requests and renewals
* Submit cell phone requests from Sodexo HR as needed
* Process new vendor requests by obtaining all required information (W9, application, ) and initiating through internal purchasing system
* Work under direct supervision of the Cook and Coordinator of Dietary services
* Operate cash register, buss tables, prep food, and provide espresso coffee service

## Qualifications for food service assistant

* Demonstrate an ability to work with a diverse population of people, including people of different cultures, with different values and lifestyles
* Pass a government background check and obtain DHS/ICE clearance
* Pass all pre-employment/random drug tests
* Maintain a professional appearance and calm demeanor
* Minimum 1 year of experience in a business setting
* M-F standard hours