



# Example of Food Service Job Description

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

## Responsibilities for food service

- Prepare and serve food neatly assisting with serving meals, beverages, and other related duties
- Use a Point of Sale system/cash register to record the order, compute the amount of the bill, collect payment from guests, and make change
- Balance register, accounting for all transactions
- Maintains a professional, clean appearance in a clean uniform
- Works with student workers and helpers in a professional manner
- Cooperates and communicates with other campus staff and students to promote a positive campus climate
- Assist with orientation and training of temporary and new employees as directed
- Completes order sheets accurately to maintain appropriate par levels
- Puts stock away, rotating stock forward
- Receiving, checking-in, stocking, and cleaning food products

## Qualifications for food service

- At least one (1) year of work experience or documented vocational training sufficient to demonstrate a knowledge of cleaning equipment, food preparation, and general cleaning processes or a suitability for this type of work preferred
- Must be able to write food orders and food requisitions
- Must be knowledgeable of food safety HACCP Program, ex
- Ability to communicate in English is critical

