Job Summary

Under the direction of the Sous Chef and Chef Garde Manger, the Production/Service Assistant/Catering Lead will prepare and serve cold food items for catering, and assist with other PSA stations as directed.

Essential Functions

The following are essential job accountabilities:

1. Prepares cold food items for standard and VIP catering in accordance with department practices and standardized recipes. [1], [2], [3], [4]


3. Consistently provides the freshest, highest quality products. [1], [2], [4], [5]

4. Consistently demonstrates attention to deadlines and timelines. Performs job with efficiency and accuracy [1], [2], [5]

5. Positively embraces changing business needs. Takes ownership and displays accountability for job requirements [2], [5]

6. Consistently displays ethical behavior. [2], [5]

7. Contributes to a safe work environment. Follows all safety and sanitation guidelines. [1], [2], [4], [5]

During non-peak catering times, will be assigned to any of the following areas:

1. Sets up salad bar, restocks and keeps tidy during service hours. Breaks down and cleans the salad bar after service. Restocks salad bar items for the next day’s service. [2]

2. Sets up deli salad, sandwich and grab & go station. Works at these stations serving customers during service hours. Breaks down and cleans the stations after service. [2]

3. Serves hot items during service hours. Breaks down and cleans the station after service. [2]

The following job accountabilities may be reassigned:
1. Performs other duties as assigned or requested.

ADA Footnotes (use all that apply to each accountability listed above):
1. Performance of this function is the reason that the job exists.
2. There are limited employees among whom the performance of this function can be distributed.
3. This function occupies a great deal of the employee’s time.
4. This function is highly specialized. Employees are hired for the skill/ability to perform this function.
5. Failure to perform this function may have serious consequences.
6. The function is included in the terms of a collective bargaining agreement.
7. Exposure to blood borne pathogens that requires use of personal protective equipment.

Job Qualifications:

Requires comprehensive cold food production experience including a minimum of two years experience in a high volume catering operation. Requires the skill and ability to make attractive cold food displays. Must be able to lift at least 50 lbs. and be able to tolerate the physical requirements of frequent walking, extended standing, bending and repetitive motion. Must be able to work effectively within a diverse community of students, employees, faculty, staff and others. Preference will be given to applicants with a culinary education and/or ServSafe Manager certification.

Supervisor: _______________________________ Date: ________________
Employee: _______________________________ Date: ________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhausted list of all responsibilities, duties and skills required of personnel so classified.