

POSITIONS ANNOUNCEMENT

**State University of New York
College of Environmental Science and Forestry
1 Forestry Drive, Syracuse, New York 13210-2778**

June 1, 2022

LOCATION/UNIT: Newcomb Campus, Newcomb, NY 12852

TITLE/SALARY GRADE: Food Service Workers 2, SG-9

DURATION: Temporary appointment, hours range full-time to part time depending on season and demand

SALARY: \$17.96 per hour

POSITION DESCRIPTION:

- Assist the Cook in staff scheduling, training, food production scheduling and quality assurance.
- In the absence of the Cook, assign and provide direction to temporary Food Service Worker 1's and student workers in food preparation work
- In the absence of the Cook, the Food Service Worker 2 will ensure day-to-day operations are maintained
- Review menu and food production sheets and make necessary adjustments in production directions
- Ensure planned menu is implemented
- Issue food supplies and or label foods for production as required.
- Develop the recipes to assist in defining the quantities required
- Review proper safety and sanitation procedures with staff
- Check service areas prior to serving times to ensure all areas meet service standards
- Take daily inventories of par stock food & supply inventories
- Complete food category inventory sections as assigned to post weekly inventories
- Weigh and measure ingredients; prepares and cooks various meats, fish, hot cereals, vegetables, desserts and simple baked goods.
- Maintain work area in a clean and sanitary condition

OPERATIONAL NEEDS: Job requirements include:

- Working knowledge of basic food preparation procedures
- Working knowledge of facility and agency food service procedures
- Working knowledge of proper storage procedures for food
- Working knowledge of the basic arithmetic functions of addition, subtraction, multiplication and division
- Ability to understand and follow oral and written instructions
- Ability to communicate and exchange information on food service matters
- Ability to supervise a small staff
- Basic knowledge of principles and practices of supervision
- Working knowledge of cleaning procedures and properties of commonly used cleaning substances
- Ability to perform cleaning requiring medium to heavy effort
- As assigned, ability to use and manipulate kitchen utensils and equipment

APPLICATION PROCEDURE: Employment application is required to be submitted on-line at

www.esf.edu/hr

APPLICATION DEADLINE: Although applications will be accepted until the position is filled, candidates should submit their applications by July 1, 2022 to assure optimal consideration.

Approval must be granted by Civil Service prior to filling this position pending clearance of re-deployment roster, transfer list, preferred list, reemployment roster, or placement roster.

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