

student job descriptions

In every job, you are required to check out with a student manager BEFORE you may leave.

LINE SERVER

- The same size portion is to be served to everyone. If someone asks for a larger serving or two entrees, please inform them that they are permitted to have an additional entree, but they must come back for seconds, which are unlimited. If a customer asks what an entree is, tell them. It is helpful to know some of the basic ingredients.
- When there is no one in line, do not pre-plate entrees. Let the customer ask for what they would like. If for some reason you make an extra plate, carefully return the entree to the pan and the plate to the dishroom.
- Cleaning should be done when the line is dirty, during slow periods, and at the end of the meal. A clean serving line is attractive to the customer and is also sanitary. Wipe down the line with a dishrag. Be sure to wipe the tray slide and also check the floor for dropped silverware or food.
- Close the serving line quickly. Turn off all the heat lamps and place all entrees on a cart and roll the cart back to the specified area (instructed by the cooks). **Please do this before you clean anything up.** Turn off the well warmers and get a fresh bucket of soapy water. Change the foil if needed. Cover the serving wells. Wipe off the counter, tray slide, cook's window, wall warmers, and the shelves under the serving line. Clean the glass with glass cleaner and a white towel. Wash, rinse, and sanitize (in that order) all utensils that were used. Take the trash to the dumpster and replace the liner.

LINE RUNNER

- Find out what is on the menu and where all the food is kept. Before the meal place extra food in the wall warmer. **Make sure that you communicate with the cooks and tell them when you take an item from the kitchen.** Have another pan ready to replace the old one. Make sure that the serving line is completely stocked with plates and bowls. Empty racks can be taken to the dishroom to be filled.
- You will be responsible for cleaning the wall warmers. They should be wiped out with

soapy water and a rag. Wipe off the countertop by the sink and the cook's window.

DESSERT SERVER

- Display dessert items on the display shelf. Dessert items should be displayed in an attractive manner. Items that you need should be located in the pass thru cooler located behind the line. **Before** you run out of an item, please tell the pastry cook. Keep the work area clean during the meal. Keep the dessert bar clean and well stocked. Keep the roll basket stocked.
- Approximately 10 min. before the line closes, turn off the freezing unit on the dessert line, the ice cream freezer and the dessert bar (**Dinner only**). At the end of the meal, take all desserts back to the pastry department...this includes items on the dessert bar.
- Once the cooks have the pastry items, you may clean the entire dessert area. You may begin by wiping off the tray slide, the dessert line, the bun warmer, the ice cream freezer, and the pass thru cooler with a rag and hot soapy water.
- After the line has been cleaned, the dessert bar needs to be cleaned. Use Windex to clean the sneeze guards, take out the trash and replace the liner.

BEVERAGE ATTENDANT

- Refill milk, yogurt (be sure to write it down), ice tea machines, and cereal as needed. Please check the dates on the milk and use the **oldest** ones first. Also, remember to **remove** the plastic wrap on the milk bag hose.
- Keep the beverage area wiped clean, removing all stray glasses and silverware. Keep the glasses, silverware/trays, cereal and salad bowls full at all times. Take the empty tray carts and silverware holders back to the dishroom when you are combining the utensils and bring out clean and full ones. Keep the cereal full and the area clean.
- To clean up the bus and beverage area at the end of the meal, remove all the grates, handles, drain containers to be washed in the dish machine. Clean the outside of the milk machine and all other beverage machines with clean soapy water. Wipe down the entire area, take out the trash and replace the liner.

SALAD BAR RUNNER

- Constantly walk around and check the salad area. Make sure that all items are properly filled. When an item runs out, bring out a fresh pan. Replace the old pan with the new pan and take the old one back to the salad prep area.

- Be sure that the tray slides are clean. They should be wiped off frequently. Be sure the floor is clean and sweep or mop when needed.
- To clean up, take the grates and pan holders to the dishroom (dinner), wipe off the grates and pan holders (lunch). Be sure to clean off the tray slides and all sides of the salad bar. Use Windex to clean the sneeze guards.

TABLE WASHER

- Scan the dining room and take all of the trays that are left on the tables to the belt line. Pick up any garbage on the tables or floor, spray each table with the cleaning solution and wipe the table off with a dish cloth and hot water, and place the salt and pepper shakers neatly in the center of the table.

DISHROOM

- In the dishroom you may be asked to perform one or more of the following jobs:
 - Glass puller - Remove glasses, silverware, paper, etc. from the trays.
 - Plate scraper - Collect plates and bowls from the trays and wash the off.
 - Loader - Loads dishes and trays into the dish machine.
 - Unloader - Unload dishes and trays from the dish machine.
 - Silverware sorter - Sort the silverware into cups.
- To clean up, put all clean dishes in the proper carts, wash the beltline by propping up the belt with wood blocks. Drain the dishmachines and clean out the racks inside them. Empty the trash and replace the liners. Mop the entire dishroom floor, shut off all water valves, and wipe down the area so there is no standing water.

STEWARD

- Fill each sink compartment with hot water and add the proper amount of detergent to the water. Clean excess food or debris off of the pans and put it into the garbage or garbage disposal, scrub the pans until they are free from debris (you may need a scrubbing pad), and when enough pans have been scrubbed, place them in a rack to be run through the machine. Allow the pans to air-dry for a few minutes and put the pans away in their proper place.
- To clean up, drain all the sinks and clean them from debris. Turn off the machine and drain it, remove all grates, rinse them, and return them to the proper place. Empty all the garbage and replace the liners. Finally, sweep and mop the floor area.

KITCHEN CLEAN UP, CHECKER

- Please go to the office to pick up the complete job description listing for these jobs. Thank you.
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These job descriptions are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given these titles and shall not be construed as declaring what specific duties and responsibilities of any particular position shall be. It is NOT intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under their supervision.

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Comments and suggestions are welcomed by e-mail to: dining@ohio.edu