



## NATIONAL 4-H COUNCIL

### NATIONAL 4-H COUNCIL POSITION DESCRIPTION

<b>Position Title</b>	Cafeteria Line Server
<b>Business Unit</b>	Conference Center Administration
<b>Home Department</b>	Center - Food Service
<b>Location</b>	Chevy Chase, MD
<b>FLSA Status</b>	Non-Exempt
<b>Full-Time or Part-Time</b>	Full-Time / Part-Time
<b>Telecommuter Status</b>	Position not Eligible for Telecommuting

#### **Mission**

4-H, the nation's largest youth development organization, grows confident young people who are empowered for life today and prepared for career tomorrow. 4-H programs empower nearly six million young people across the U.S. through experiences that develop critical life skills. In the U.S., 4-H serves every county and parish through our network of 110 universities and more than 3000 local offices. Globally, 4-H collaborates with independent programs to empower one million youth in 50 countries. The research-backed 4-H experience includes a Caring Adult Relationship; a Hands-On, Skill-Building Project; and a Meaningful Leadership Opportunity – resulting in 4-H'ers who are two times more likely to excel in school; four times more likely to take action in their communities; two times more likely to make healthier choices; and two times more likely to pursue STEM education or careers. 4-H is led by a unique private-public partnership of universities, federal and local government agencies, foundations and professional associations. National 4-H Council is the private sector, non-profit partner of the Cooperative Extension System and 4-H National Headquarters located at the National Institute of Food and Agriculture (NIFA) within the United States Department of Agriculture (USDA).

#### **Position Summary**

This position is expected to perform a variety of duties for the preparation, set-up and serving of food. This position greets customers and serves food in a cafeteria buffet environment.

#### **Responsibilities**

- Set-up all hot food stations in the cafeteria prior to each meal period.
- Set-up cold food on salad bar for breakfast.
- Serve and replenish food on steam tables throughout meal period.
- Brew coffee and iced tea. Fill coffee condiment station. Fill cappuccino, juice and crystal light machines. Check all soda flavors and slushy machine to identify syrups that need to be changed.
- Fill cereal dispensers and ensure fresh bread is stocked for breakfast.
- Fill soft ice cream machine as needed.
- Clean and sanitize work stations, counters, steam tables, and other equipment.
- Maintain stock of all paper supplies, coffee condiments, ice cream toppings, condiment packets, etc.
- Vacuum dining room and sanitize all dining room tables at close of each meal period.
- Assist with various food preparation responsibilities (i.e., dice fresh melons for breakfast, bake cookies, cut brownies for lunch, and slice cakes for dinner).

- Complete closing checklist at the end of each meal period.
- Smile, greet and interact with guests and suggest options for lunch.
- Posses a basic understanding of ingredients and cooking methods used for items being served.
- Identify most common food allergens.

**Qualifications**

- High School degree, GED, or equivalent in work experience.
- 6-12 months experience in a food service environment.
- Able to perform in a team-oriented environment.

**ADA Requirements**

This job operates in a food services environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- This role routinely is exposed to wet and/or humid conditions. Exposed to hot (ovens, steamer tables, etc.) and cold environments (walk-in refrigerators and freezers).
- Associate works with moving mechanical parts (dishwashers, disposals, etc.)
- Associate is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- Associates must use hands for food preparation, serving, setting up tables/chairs, doing dishes.
- Requires standing for long periods of time and performing repetitive motion (serving food, food preparation, washing dishes).
- Ability to speak, see, touch, and hear.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Constant standing with some walking
- Be able to work in a standing position for long periods of time (up to 8 hours).
- Be able to reach, bend, stoop and frequently lift up to 50 pounds.
- Continual use of manual dexterity and gross motor skills with frequent use of bi-manual dexterity and fine motor skills.

**Travel Requirements**

This position does not require travel.

**Career Ladder**

This position typically has the following career ladder:

- Food Service Worker/Cafeteria Line Server
- Salad Bar Prep Worker
- Cook

**Competencies**

<b>Competency</b>	<b>Level (Beginning, Proficient, Advanced, Mastery)</b>
Communications	Beginning
Critical Thinking	Proficient
Initiative & Innovation	Beginning
Collaboration & Teamwork	Proficient
Customer Orientation	Proficient
Business Mindedness	Beginning

*National 4-H is an Equal Opportunity/Affirmative Action employer.*

Spirit of Diversity & Inclusion	Proficient
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**Disclaimer**

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required.

**Revision Date**

02/10/2017