



LAKE SUPERIOR STATE UNIVERSITY

Classification Specification

FLSA Designation NEHU

Date Issued: September 1, 1983 Department: Food Service

Title: Dishroom/Storage Coordinator Level: VII

FUNCTION

To plan and coordinate the operation of the dishroom and the receiving, storage and disbursement of shipments from the storage/supply room.

SOURCE OF SUPERVISION

Cook IIs, Managers and Director of Food Service.

DIRECTION EXERCISED

Directs work of assigned student helpers and employees in lower classification levels.

DUTIES AND RESPONSIBILITIES

Coordinate the operation of the dishroom, supervising set-up, operation and clean-up activities; operate food service and dishroom equipment as required; clean and check equipment and report needed repairs and replacement as indicated.

Coordinate the storage area functions; receive shipments of equipment, supplies and all food items; check shipments against invoices; report damages, deficiencies or shortages in shipments to Manager; unpack and store, stock shelves, rotate stocks; carry food, equipment and supplies to and from storage areas as required.

Assist in production and presentation of food as required; maintain sanitation and safety standards in assigned work area.

Perform related duties as assigned.

The above statement reflects the general duties considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision.

Approved: _____ Date: _____
Signature

Date: July 12, 1994 Department: Food Service

Title: Dishroom/Storage Coordinator Level: VII

JOB QUALIFICATIONS

Graduation from high school, three years of experience in commercial/institutional food service operations, and in storage, supply and inventory control operations; ability to plan and work independently and direct work of others; mechanical aptitude; valid driver's license; adequate health and physical condition to handle heavy manual tasks; sufficient use of all limbs to accomplish assigned tasks; ability to lift and carry items weighing up to 50 lbs. using a weight belt and up to 75 lbs. with assistance on a daily basis.

Department Head Signature

Date

Physical Job Requirements

Job Title _____ Dishroom/Storage Coordinator _____ **Department** _____ Food Service _____

For activities that are performed in this position, give weight, size, percentage of time or frequency of the activity, or how many times per day/week/month it is performed, how many hours, and distance or heights involved, where each is applicable.

Key: M = Monthly; B = Bi-Weekly; W = Weekly; D = Daily; N/A = Not Applicable or None

B	Climbing and/or standing on ladders	N/A	Operating shop machinery
D	Climbing Stairs	N/A	Eyes focused on computer screen
D	Reaching	N/A	Long hours of travel
D	Kneeling	D	Walking (indoors, outdoors)
D	Bending/stooping	D	Activities requiring quick, repetitive movements (total body)
D	Pushing/pulling	N/A	Activities requiring quick, repetitive movements (hands only)
D	Lifting/carrying up to 30 lb weights	N/A	Operating cleaning machines
D	Lifting/carrying over 30 lb weights	N/A	Vacuuming carpets
D	Lifting/carrying up to 50 lbs using weight belt	N/A	Mopping floors
D	Lifting/carrying up to 75 lbs with assistance	N/A	Sweeping with push brooms
D	Being on feet all day (8-hour shift)	N/A	Dusting furniture
N/A	Being seated all day	N/A	Operating hand tools
N/A	Moving furniture/equipment	N/A	Driving heavy equipment
N/A	Shoveling	D	Operating kitchen machinery
N/A	Scrubbing furniture	D	Loading and unloading supplies
W	Driving vehicles		Other: