



# LAKE SUPERIOR STATE UNIVERSITY

## Classification Specification

FLSA Designation  
NEHU

Date Issued: December 3, 1990 Department: Food Service

Title: Salad Person Level: VIII

### FUNCTION

To plan, coordinate, prepare, produce and present food, specializing in salads, hors d'oeuvres and related food items of the salad department.

### SOURCE OF SUPERVISION

Managers and Director of Food Service.

### DIRECTION EXERCISED

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

### DUTIES AND RESPONSIBILITIES

Coordinates the preparation, production and serving of all salads, hors d'oeuvres and related foods items, performing any cooking process required, for all food serving areas on campus (including Child Care Center).

Plans and sees that required ingredients are available and on hand; draws supplies and ingredients for daily needs; plans and sees that menu requirements are met in assigned area; coordinates preparation time to meet serving schedule.

Assists management in menu planning; makes suggestions for substitutes in case of shortages or non-deliveries; plans for use of left-over and specialty items, extends recipes as needed.

See that food and serving dishes are properly garnished for serving; sees that foods are kept hot or cold as required.

Operates food service equipment; arranges and sees that equipment utensils are available for production; reports repairs or replacements when needed.

Schedules, trains and supervises students and calls in substitutes as required; assists with student discipline. Directs work of assigned lower classifications and temporary employees. Plans salad production and student schedules for weekends.

Performs inventory twice per week. Makes up weekly food and supply order. Checks in orders. Checks coolers and rotates stock daily as needed.

Sees that food is properly stored and preserved; maintains sanitation and safety standards in assigned work area.

Performs 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

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Title: Salad Person Level: VIII

JOB QUALIFICATIONS

Graduation from high school; three years of experience in commercial/institutional food service operations; demonstrated ability in salad preparation, garnishing and decorating; ability to plan and work independently, and to direct work of others; 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 75 lbs on a daily basis.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

### Physical Job Requirements

**Job Title** Salad Person **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; D = Daily; N/A = Not Applicable or None

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