



On-Call Support Staff

Elizabethtown College Dining Services is looking for an on-call culinary support person. Duties will include assisting in various production and service positions of the College's residential cafeteria including the deli, salad, serving line, dessert, checker, kitchen, and utility departments. A high school diploma and one year of experience is required. Prior experience in a high-volume dining facility is preferred.

Located in southeastern Pennsylvania, Elizabethtown College offers its 1,900 students more than 53 academic programs in the liberal arts, sciences and professional studies. Driven by its commitment to "Educate for Service," Elizabethtown centers learning in strong relationships, links classroom instruction with experiential learning, emphasizes international and cross-cultural perspectives and nurtures the capacity for lives of purpose and leadership as global citizens. For more information, consult www.etown.edu.

To apply, candidates should send a letter of interest, employment application (found at www.etown.edu/humanresources - Job Opportunities), resume, and contact information of three references to:

hr@etown.edu (preferred)

-OR-

Elizabethtown College
Attn: Human Resources
One Alpha Drive
Elizabethtown, PA 17022

For more information visit: www.etown.edu/humanresources

As an equal opportunity employer, Elizabethtown College is seeking candidates who will enhance the diversity of its faculty, staff, and administration.



Position Title: On-call Support Staff
Department: Dining Services
Reports to: Production Supervisor
Work Hours: Vary
Status: Part-time
FLSA Classification: Non-exempt
Creation/Revision Date: 2/9/09

SUMMARY

The primary purpose of this position is to perform production, service, and utility at dining areas.

ESSENTIAL FUNCTIONS

- Assist in the preparation, production, and service of food items for various food stations for all meal periods during assigned shifts. Duties include but are not limited to line service, cold or hot prep, utility, checker, and catering.
- Responsible for achieving and maintaining a harmonious working relationship with all levels of supervisors, managers, subordinates, administrations, faculty, staff and members of the community at large. Must provide the best customer service at all times.
- Responsible to assist in maintaining the highest level of safety and sanitation for customers, employees, facilities, and equipment. Must ensure that the overall production and service of the operation meets the standards of the department.
- Other duties as assigned

NON-ESSENTIAL FUNCTIONS

- Conduct all responsibilities in a safe manner according to regulations (OSHA, EPA, etc.)

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Education and/or Experience

High school diploma is required; plus one year of relevant experience; or equivalent combination of education and experience.

Other Skills, Abilities, and/or Training

- Ability to work extended hours as needed
- Ability to work weekends
- Ability to prioritize multiple tasks in a fast-paced environment
- Strong organizational skills and attention to detail
- Good interpersonal skills and desire to be a team player
- Exceptional customer service skills
- Excellent oral communication skills (i.e. ability to deal effectively with others, speak professionally on the phone, etc.)

PHYSICAL DEMANDS

- Rarely required to remain seated in a normal position for long periods of time
 - Regularly required to stand for long periods of time
 - Regularly required to move about
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- Regularly required to climb stairs and/or ladders
- Regularly required to maintain balance while walking, standing, crouching, or running
- Regularly required to stoop, kneel, crouch, and/or crawl
- Regularly required to reach up and out with hands and arms
- Regularly required to talk and hear; verbally express information or instructions
- Regularly required to use hands to grasp objects, type, pick up objects, move objects, or hold objects
- Regularly required to lift up to 50 pounds and carry a distance of 10 feet
- Occasionally required to push and/or pull up to 75 pounds a distance of 10 feet

VISION REQUIREMENTS

To successfully perform this position, individuals must possess the following:

- Close vision (clear vision at 20 inches or less)
- Depth perception and the ability to judge distances and spatial relationships
- Adjustable focus
- Ability to distinguish colors

WORK ENVIRONMENT

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job.

The individual is regularly exposed to indoor conditions and moderate noise level, and outdoor weather and temperature extremes. The individual is occasionally exposed to chemicals and fumes associated with the sanitation of the facility.
