



Title: AM Swing Cook

Date: September 2023

FLSA Status: Nonexempt, Full-time, 9-month position

Salary: \$12.50 per hour

Reports to: Director of Dining Services

Job Summary: Performs a variety of food preparation tasks, food serving tasks, sanitization tasks, and related work as required under the general supervision of the Assistant Director of Dining Services and the Director of Dining. Works in conjunction with line chefs, servers, dishwashers, and student workers.

Duties and Responsibilities:

- Prepares food according to recipes and production sheets; produces food that is up to the required standards of the college.
- Maintains work area and equipment in a neat, efficient and sanitary condition; follows Missouri food code standards.
- Completes production sheets accurately and timely.
- Maintains and produces proper levels of food items for next day menu; uses leftovers properly to minimize food waste.
- Presents dishes with proper appearance, flavor, and attention to detail.
- Trains and assists student workers in food preparation.
- Assists on dish belt and service line and other areas as needed.
- Sets up, maintains, and serves supply of food items on the hot food line.

Knowledge, Skills, and Abilities:

- Knowledge of food production and serving methods and procedures; basic elements of correct English usage, spelling, vocabulary; and basic mathematics.
- Ability to work in a fast-paced environment that requires multi-tasking and working on multiple dishes at once.
- Food production and serving; following and giving oral and written instructions; maintaining records; reading and writing at the level required for successful job performance; learning rules, methods, and policies of the work place; spelling correctly; using correct English; making simple mathematical calculations; lifting up to 50 pounds; and standing for an extended period of time.

Credentials and Experience:

- High school graduate.
- Two years' experience in food service industry including food production and cooking preferred.



Special Requirements:

- Possession of a valid driver's license with a Chauffeur's endorsement.

General Schedule:

- Mondays, 6:00 am – 3:00 pm, Pastry Chef
- Tuesdays, 6:00 am – 3:00 pm, AM Line Chef
- Wednesdays, OFF
- Thursdays, 6:00 am – 3:00 pm, Dishwasher
- Fridays, 6:00 am – 3:00 pm, AM Line Chef
- Every other weekend:
 - Saturday, 6:00 am – 3:00 pm, AM Server/Dish
 - Sunday, 6:00 am – 3:00 pm, AM Cook
- Overtime required for special events
- Full time, 9-month position