



**Title:** Chellie Club Coordinator and PM Cook

**Date:** September 2023

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

**Salary:** \$12.75 per hour

**Reports to:** Director of Dining Services

**Job Summary:** Under the general supervision of the Assistant Director of Dining Services and the Director of Dining, performs a variety of food preparation tasks, food serving tasks, sanitization tasks, cash handling, and related work as required. This is a combined role working in two areas of Cottey dining: Chellie Club, the campus café, and Raney Dining Room, the main campus dining facility. Duties require a thorough knowledge of organizational procedures and policies. This position oversees student workers in Chellie Club, oversees daily operations of the campus café, prepares food, and ensures compliance with state codes.

### **Duties and Responsibilities**

#### *Chellie Club*

- Receives and prepares orders, provides customer service, handles sales.
- Answers calls and requests as appropriate; responds to inquiries and provides support to student workers as needed.
- Assists with records, providing necessary materials for administrative work to the dining office assistant.
- Ensures accuracy within point of sales system.
- Oversees inventory and turns in orders for inventory needed.
- Records charges to campus departments and assists dining services office assistant with processing.
- Monitors sanitation processes in department to comply with Missouri Health & Food Code. Updates procedures and oversees training of student workers in correct sanitation procedures.

#### *Raney Kitchen*

- Prepares food in both Chellie Club and Raney according to recipes and production sheets; produces food that is up to the required standards of the college.
- Assists with Dining Services when necessary at large events; some weekends required for events both in Raney and at Chellie Club.
- Completes production sheets accurately and timely.
- Presents dishes with proper appearance, flavor, and attention to detail.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities**



- Knowledge of grammar, spelling and punctuation; basic mathematics; modern office methods, procedures, equipment and filing systems; computer literacy; receptionist and telephone techniques; basic knowledge of safety and sanitation regulations.
- Following oral and written instructions; working effectively with others; learning rapidly; learning, interpreting, and applying organizational policies; communicating tactfully and effectively in both oral and written form; working independently in the absence of supervision; compiling and maintaining records.
- Assist in solving identified issues; meet multiple deadlines; coordinate training programs. Self-manages and is thoughtful in responding to challenging situations; represents college in mature, professional manner.
- Maintains a good attendance record, carries out instructions, and fulfills all responsibilities. Motivated to take appropriate actions, demonstrates appropriate professional appearance/style including all aspects of dress and demeanor.
- Ability to bend, stop, climb stairs, and lift a minimum of 50 pounds.
- Ability to work in a fast-paced environment that requires multi-tasking and working on multiple dishes at once.

### **Credentials and Experience**

- High school graduate.
- Two years' experience in the food service industry including food production and cooking preferred.
- A commitment to education of women at a single-sex institution.

### **Special Requirements**

- Possession of a valid Class E driver's license.

### **General Schedule**



**CREATORS OF INCREDIBLE FUTURES**

- Monday – Tuesday and Thursday – Friday, 11 am – 8 pm
- Every other weekend, Saturday and Sunday, 6 am – 3 pm
- Full-Time, 9 month employee; opportunity for part-time summer work as needed.