



# OAKWOOD UNIVERSITY

*Employee Services/Human Resources*

## NOTICE OF AVAILABLE POSITION

**POSITION:** Team Member  
**DEPARTMENT:** Treehouse Bistro  
**STATUS:** Part-time; Temporary (25 hours)

### QUALIFICATIONS:

- High school diploma or equivalent
- 2-5 years' experience preferred
- ServSafe Certification, Food Handlers Certificate, or NFS Food Safety and Quality Training preferred
- Strong work ethic
- Ability to accept constructive feedback; team player
- Ability to cope with pressure
- Critical thinking and problem skills
- Time management skills
- Must be flexible; willing to work additional hours as needed (including evenings and weekends)

### BRIEF DESCRIPTION OF DUTIES:

- Understand and comply with standard portion sizes, cooking methods, quality standards, and kitchen rules, policies and procedures
- Take and record temperature of food and food storage areas such as refrigerators and freezers
- Wash, peel and cut various foods, such as fruits and vegetables, to prepare for cooking or serving
- Receive and store food supplies, equipment, and utensils in refrigerators, cupboards, and other storage areas
- Assist cooks and kitchen staff with various tasks as needed and provide cooks with needed items
- Carry food supplies, equipment, and utensils to and from storage and work areas
- Use manual or electric appliances to clean, peel, slice, and trim foods
- Promptly inform supervisors when equipment is not working properly and when food and supplies are getting low and order needed items
- Make special dressings and sauces as condiments for sandwiches
- Cash handling procedures, POS operations, customer services & other duties as assigned

**SALARY:** Commensurate with education and experience.

**POSTING DATE:** April 5, 2019

**CLOSING DATE:** Ongoing

**HOW TO APPLY:** **Interested persons must submit employment documents by email:** application and copy of diploma/copy of transcript to [hroffice@oakwood.edu](mailto:hroffice@oakwood.edu). Please ensure that the position to which you are applying is placed in the subject line of the email. Applications are located online at [www.oakwood.edu](http://www.oakwood.edu) under Human Resources. All employment documents must be attached to the email. **Incomplete employment documents will not be reviewed.** You will receive an automatic reply upon receipt of your email.

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Oakwood University participates in  **E-Verify**  
**OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER**

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