

Wisconsin Historical Society
Position Description

Title: Food Service Assistant 1

Working Title: Grill Cook/Server

LTE – 84801

Summary

Under the direction of the Food & Beverage Manager and the supervision of the Asst. Director, Operations, this individual preps food, cooks and assembles food to order, delivers orders to tables, maintains the cleanliness and sanitation of the kitchen, and performs the following detailed duties and responsibilities:

Duties

60% Prepare and serve quick order food to museum guests during daily food service operations.

A1. Prepare all food items to order, following standard, approved recipes and procedures within specified time limits.

- Prep assigned items each morning and as needed throughout the day.
- Wash and clean raw food products.
- Cook raw and prepped foods to order and to safe temperature.
- Accept or reject ingredients based on quality.
- Minimize waste of product.

A2. Observe and maintain quality, sanitation and safety standards and timing and temperature requirements for all food products served.

A3. Communicate with management and staff throughout the shift regarding status of orders and availability of product.

A4. Maintain the cleanliness of all kitchen and storage areas throughout the day. Assist in maintaining the cleanliness of all dining and serving areas.

A5. Label all food items according to food safety and shelf-life standards.

A6. Rotate stored and displayed product according to “First In, First Out” to maintain shelf-life standards.

A7. Assist in receiving and organizing inventory and displays of prepared foods

A8. Log and discard all product not used by the end of the shift on the “use by” date.

A9. Stock/restock items on the serving line according to specifications.

A10. Assist in the regular set up and tear down of tables, chairs, and other equipment to prepare event locations for operations and public use

A11. Maintain personal appearance according to museum standards and wear museum approved uniforms

A12. Notify the Café Lead immediately if a guest is injured or has a complaint.

A13. Other duties as assigned by supervisor

30% B. Operate a food service sales station

B1. Assist in serving food to guests. Provide sales assistance at all sales stations. Greet and welcome guests. Present menus, answering questions and providing accurate information about menu items. Ensure all guests are properly charged. Accept payment and give change; completing transactions according to established procedure. Account for all revenue collected during the day. Account for overages or shortages in the receipts for the day, documenting discrepancies.

10% C. Provide museum, event and food service information to museum guests

C1. Be well versed in museum programs and daily events and be able to relay the information to museum guests in a clear and helpful manner.

C2. Be knowledgeable of facility rental, event and food service information and be able to relay the information to museum guests in a clear and helpful manner.

C3. Facilitate contact between event sales team and potential clients.

C4. Be knowledgeable of site safety and emergency procedures including locations of first aid supplies, storm shelter areas and emergency communication procedures.

C5. Other duties as assigned by supervisor.

Knowledge, Skills, and Abilities

- Excellent communication and interpersonal skills and enthusiasm for providing great guest experiences. Customer service experience preferred.
- Knowledge of sanitation and food safety standards.
- Knowledge of food production methods and procedures.
- Knowledge of and skill in use and care of standard restaurant equipment.

- Portion control experience.
- Knowledge of quality and inventory control.
- Ability to work as a member of a team with all members of the food service staff.
- Ability to work with minimum guidance and supervision.
- Ability to do basic mathematical computations, handle money, and operate a point-of-sale system.
- Must be available to work days, evenings, nights, weekends and special events
- Must be able to work both indoors and outdoors in air conditioned and non-air conditioned spaces and in hot or cold weather
- Be able to safely lift and easily maneuver trays of food
- Ability to stand for extended periods of time and to climb up and down stairs carrying 20 lbs.

Important Information

A criminal background check will be conducted prior to an offer of employment to determine if the circumstances of any conviction may be related to the job.

The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.

Position Status/Benefits

Seasonal position April to December, (Schedule may include weekdays, weekends and some evenings and holidays) 15 - 40 hours per week; starting at \$10-\$11/hour. Limited Term Employment position. State residency required.

Contact

Please send a short cover letter and completed WHS Application for Employment to:

Robert Parker, Assistant Director - Operations
 Old World Wisconsin
 W372 S9727 State Rd. 67
 Eagle, WI 53119
 Office: 262-594-6303
 Fax: 262-594-6342
 email: robert.parker@wisconsinhistory.org

The Wisconsin Historical Society is an equal opportunity employer.

