

College of the Redwoods

Position Description

Position: Dining Services Assistant	Position Number:
Department: Dining Services	FSLA: Non-exempt
Reports to: Dining Services Manager	Salary Grade: 111

Summary

Under the direction of the Dining Services Manager, performs regular duties associated with maintaining daily operations of the Dining Services department. Provides general clerical assistance including processing invoices, fulfilling orders, and inputting data into the computer. Provides back-up coverage for other dining services functions as needed during staff shortages or special events.

Essential Duties and Responsibilities

- Develops, prepares, and types from concept, rough drafts, or verbal instructions a variety of materials including training manuals, staff schedules, work orders, letters, requisitions, and reports. Verifies documents for accuracy and completeness
- Receives and processes bills, claims, expense vouchers, remittances, disbursements and other straightforward and recurring documents related to financial transactions. Verifies documents for accuracy and completeness of specific entries and information, maintains a file of documents and posts transactions to the appropriate journals using established data entry formats.
- Reconciles and prepares a daily cash count, report, and deposit for each cashier. Counts and verifies transactions, preparing deposits for local banks. Prepares daily tills for cashier tills.
- Assist in inventory management, ordering, and cost control activities.
- Verifies staff timesheets prior to supervisor's submission for payment.
- Enters or posts financial information from source documents into established accounting programs. May code transactions into proper account classification using instruction manuals for support.
- May operate a cash drawer, collecting, balancing, and accounting for funds on a daily basis.
- Prepares documents such as invoices, account statements, checks and distributes to others for further action.
- May perform other work in the dining services area on an as needed basis. These duties could include:
 - Rotate and inventory stock
 - Set up and replenish food items
 - Assist in delivery and set-up for caterings and special events
 - Plate and serve food items including delivery
 - Assist in clean-up of Dining Services area

- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires basic knowledge of, clerical practices, general office procedures, business mathematics and record keeping. Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, reception and telephone techniques, office organization, and document publishing. Requires in-depth knowledge of dining services front and back of the house operations.

▪ Abilities

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to coordinate, and perform office, secretarial and clerical work with speed and accuracy. Requires demonstrated ability to enter data onto standardized formats using computerized data base programs to perform basic arithmetic operations. Requires the ability to maintain a complete set of records and reports consistent with defined requirements. Requires the ability to communicate with students, staff, faculty, and the public using tact and courtesy in sometimes confrontational or strained situations. Ability to work in an atmosphere where interruptions occur frequently and priorities are often modified using a high degree of flexibility.

▪ Physical Abilities

Requires light standing and lifting of lightweight materials (less than 30 pounds). Requires sufficient arm, hand and finger dexterity to operate a personal computer, keyboard, and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

▪ Education and Experience

The position requires completion of a high school diploma ~~curriculum~~ plus one year of experience in a ~~production-oriented~~ record keeping, cashiering, or other similar function related to the position. Additional education may be substituted for experience.

▪ Licenses and Certificates

Valid California Driver's License