

PLEASE POST

POSITION OPENING

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Pennsylvania College of Technology
One College Avenue
Williamsport, PA 17701

Casual Part-time Dishroom/Kitchen Helper, Hospitality

Reports to:

Executive Chef

Daily Direction:

Sous Chef

Duties and Responsibilities:

This person will perform dishwashing, kitchen help, and clean-up duties in the kitchen and storeroom areas of the School of Hospitality. Specifically the Dishroom/Kitchen Helper will:

- Wash pots, pans, and food service utensils. (Essential)
- Scrape, stack, wash, and sort dishes in dishwasher. (Essential)
- Clean refrigerators and other equipment as needed. (Marginal)
- Maintain the dishroom and kitchen areas in a clean and orderly fashion. (Essential)
- Assist the Storeroom Attendant with receiving and storing food and supplies. (Marginal)
- Transport heavy pots, equipment, and supplies between storage and kitchen work areas. (Essential)
- Wash, peel, and slice vegetables and fruits as needed. (Marginal)
- Comply with all safety and sanitation procedures in the performance of duties. (Essential)
- Assist Dishroom/Kitchen Helper/Laundry Person with laundering and ironing of linens as needed. (Marginal)
- Maintain a high degree of confidentiality with regard to any and all information as a direct or indirect result of job responsibilities/job functions. (Essential)
- Perform other appropriate job-related duties as assigned by the Chef. (Marginal)

Qualifications:

Minimum

- *Interpersonal skills necessary to deal effectively and courteously with faculty, staff, students, and the public.
- *Ability to perform simple tasks following oral instruction.
- *Ability to read gauges or be trained to do so.
- *Demonstrated sensitivity to diversity and multicultural issues.
- *Neat and clean grooming and hygiene habits.

Desired

- *High school diploma or equivalent.
- *Some food service experience.
- *Familiarity with safety and sanitation procedures.
- *Familiarity with proper care of food service equipment.

Machines, Tools, Equipment:

- *Tools and equipment of the trade

Special Job Features:

- *Some heavy lifting not to exceed 50 lbs.
- *Some exposure to cleaning chemicals and detergents.

Conditions of Employment:

Federal law requires all employers to verify the identity and employment eligibility of all new hires and the completion of an Employment Eligibility Verification (Form I-9) by the candidate and the employer. Any offer of employment shall be contingent on the applicant's timely production of required documentation to verify identity and employment eligibility. If you cannot or will not be able to produce the required documentation, we cannot consider your application.

If you are currently receiving an annuity from the State or Public School Employees' Retirement System, employment at Pennsylvania College of Technology may affect your annuity status. If you are currently a member of either the State or Public School Employees' Retirement System you may be required to contribute into the System.

Classification:

Service/Miscellaneous/Nonexempt

Rate of Pay:

\$7.50 per hour

Starting Date/Schedule:

- *Casual part-time as-needed position, not exceed 18 hours per week.
- *Flexible schedule necessary to support restaurant hours and hospitality events.

Deadline for Application:

Applicants must submit a completed College Application for Employment to: Human Resources, Pennsylvania College of Technology, One College Avenue, Williamsport, PA 17701. Position will remain open until a suitable candidate is identified. Please include title of position on your application form. Penn College is committed to affirmative action, equal opportunity, and the diversity of its workforce. For further information on this position call (570) 327-4770. Information on additional Penn College employment opportunities can be obtained by calling the Position Openings Hotline at (570) 327-4535 or extension 4535.

*Look for more information about Penn College
on the Internet at www.pct.edu.*