

Job Description: Culinary Server
Department: Food and Beverage
Reports to: Front of House leads
FLSA Status: Non-Exempt



Fort Worden
— PORT TOWNSEND —
A HISTORIC GATHERING PLACE

Position Summary: The Culinary Server is responsible for providing a range of duties with preparing and/or serving foods and beverages; setting up MessHall dining areas and beverage stations in preparation for food service as well as banquet service in various locations around the Fort. The Culinary Server position serves food to customers in either a banquet or cafeteria style setting and cleans up and breaks down cafeteria, beverage and dining areas at end of service, leaving service area ready for next event. The Culinary Server works to clean and maintain all areas by practicing good safety, sanitation and organization skills. The Culinary Server works as part of a team in a dynamic and intense environment. In addition to maintaining our vision by adhering to our values and management principles, this position must provide the highest level of service to our guests.

Principal Duties and Responsibilities

- Ensure timely set up food service, salad area facilities, equipment and utensils under detailed instruction in accordance with specific area needs
- Checks food temperatures and prepares areas for daily operations
- May operate cook or bakery equipment as assigned
- Conveys food and supplies from the main kitchen, bakery and or salad preparation area to the serving site either by carrying or by utilizing a cart or by vehicle
- Follow prescribed procedures in setting up hot and cold food lines; chooses proper utensils and sets steam line to appropriate temperature for menu items
- Serve a range of hot and cold food items from counters and steam tables; adds relishes and garnishes according to instructions with a friendly and courteous attitude
- Replenishes foods, silverware, glassware, dishes and trays at serving stations, may order and replenish condiments
- Attends to day-to-day problems and needs concerning equipment and food supplies; detects and ensure disposition of spoiled or unattractive food, defective supplies/equipment and or other unusual conditions
- Clean and maintain work areas including floors, facilities, utensils, and equipment; collects and places garbage and trash in designated containers; as appropriate to the area of operation
- May perform cashiering duties as required
- May provide guidance and training to other employees performing related work
- Performs miscellaneous job-related duties as assigned
- Clean up and put away all foods from the lines; clean dining area and get all dirty dishes to dishwasher
- Responds proactively to prevent customer service situations; reports all customer complaints to manager on duty
- Reports safety hazards to the manager on duty
- Reports all employee accidents to the manager on duty
- Informs the manager on duty of any operational inconsistencies
- Complies with special food handling requirements for certain dishes such as vegan or gluten-free
- Ensure compliance with inventory procedures; inform Front of House Manager or Lead as stock runs low

- Avoid cross contamination, improper food handling and/or storage practices, etc., through proper training and supervision
- Fill in for other staff as needed
- Other duties as assigned by supervisor or other management

Minimum Qualifications

1. High School diploma or GED equivalent
2. 1-2 years of experience in food or customer service
3. Food service, catering, dining experience, preferred
4. Food Service Card Issued by the State of Washington
5. Cashiering, cash handling experience with the ability to balance and close a till
6. Professional appearance and manner, good character to work on a fast-paced team
7. Positive, honest and energetic work ethic
8. Able to grasp, lift and/or carry up to 30 lbs. as needed
9. Regularly required to stand, walk, talk and hear for almost all of scheduled shift
10. Frequent required use of hand to finger motions, handle or feel objects, reach with hands and arms
11. Able to withstand changes in temperature, occasional smoke, steam and heat and work in a confined area
12. Must possess hearing, visual and sensory abilities to observe and detect emergency situations; also to distinguish product, taste texture, temperature and presentation and preparation

Knowledge, Skills, and Abilities

1. Knowledge of food service lines set-up and temperature requirements; presentation methods, techniques and quality standards
2. Knowledge of supplies and equipment required for position
3. Ability to read and write and follow routine verbal and written instructions
4. Ability to understand and follow safety procedures; safely use cleaning equipment and supplies
5. Ability to work special events including working outside
6. Communicate with guests in a friendly manner
7. Adept at working quickly and effectively during busy times
8. Willing and able to work evenings, weekends and holidays
9. Can work well under pressure in a fast-paced, high stress environment
10. Can work on own as well as part of a team

Key competencies

Key competencies include manages times well, communication, customer service, attention to detail, honesty, reliability, and adaptability. Adhering to our Core Values includes being guest-centric, teamwork, respect, pro-active, accountable, learning and sustainable.

EEO Statement

The Fort Worden Public Development Authority is an equal opportunity employer without discrimination because of age, sex, color, national origin, marital status, veteran status, sexual orientation or presence of a disability. Pursuant to the Americans with Disabilities Act, the Fort Worden PDA will make reasonable accommodation of working conditions or methods in order to perform the duties of the position.

Fort Worden Public Development Authority is a Charter of the City of Port Townsend acting as a public corporation. Our mission is to be financially self-sustaining, and to infuse the Fort with the beauty and energy that allows it to reach its potential as a gathering place for individuals, families.

Employee (Print Name)

Employee Signature

Date

Culinary Server

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting			X		
Walking				X	
Standing				X	
Running	X				
Bending or twisting				X	
Squatting or kneeling			X		
Reaching above shoulder level				X	
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks		X			
Driving heavy duty vehicles		X			
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping				X	
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds				X	

	NA	NE	O	F	C
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling			X		
Using Foot Controls					
Work in/exposure to inclement weather			X		
Work in/exposure to cold water			X		
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements			X		
Use of hot equipment (e.g., ovens)			X		
Exposure to electrical current		X			
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)			X		
Distinguishing colors		X			
Hearing conversations or sounds			X		
Hearing via radio or telephone			X		
Communicating through speech				X	

	NA	NE	O	F	C
Communicating by writing/reading			X		
Distinguishing odors by smell		X			
Distinguishing tastes		X			
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people	X				
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date