

Food Service Worker Cafeteria

Position # 25-029

WVU Parkersburg is a Community and Technical College located in Parkersburg, WV, with a branch in Ripley, WV, (We are not a branch of West Virginia University). We are dedicated to teaching and are accredited by the Higher Learning Commission to offer certificates, associate and bachelor's degrees.

Benefits

- Retirement plan with 6% mandatory every pay (biweekly) that is matched 100%
- Free \$10,000 life insurance policy
- Your choice of 7 different Health Insurance plans through www.peia.wv.gov and flexible benefits such as Accident Insurance, Hospital Indemnity Insurance, Critical Illness Insurance, Flexible Spending Accounts (Healthcare & Dependent Care), Health Savings Account, Dental, Vision, Short-Term Disability, Long-Term Disability, Group Legal Plan, and Hearing
- Annual and Sick leave for full time non-exempt staff, exempt staff, and 12-month faculty
- Minimum 12 paid holidays per year
- WVU Parkersburg tuition waiver (if eligible) for an employee, employees' spouse or dependent of a full-time benefits eligible employee who is 24 years of age or younger

To Apply

- Submit an Employment Application packet available at www.wvup.edu/jobs
- If the position requires a degree, attach a scanned copy of your unofficial college transcripts with the Employment Application packet.
- WVUP is an Equal Opportunity/Affirmative Action Employer. Minorities/Veterans/Disabled Encouraged to Apply.

Posted

01/17/2025 with an application deadline of 02/03/2025.

Employment Status

Non-Exempt/Classified/Hourly Staff, full time regular, benefits eligible position.

Shift

Variable. Full time is considered 37.50 hours a week.

Pay Grade

01 (Salary is commensurate with education and experience)

Function/Summary

This is a food service position that prepares food daily according to menus provided. Prepared foods include both hot dishes as well as cold items, such as sandwiches and salads. This position operates a cash register daily.

Minimum Qualifications

Education:

- High School Diploma or equivalent

Experience:

- Six months food preparation experience in a large-scale food service operation OR any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Licensure:

- Current WV food handler’s permit (must be obtained within 30 days of employment).

Knowledge, Skills & Abilities

- Ability to perform basic mathematical calculations.
- Knowledge of kitchen production techniques.
- Ability to use commercial kitchen equipment.
- Effective communication skills.
- Ability to plan, organize, and set priorities on a continual basis.
- Ability to learn how to use a cash register.
- Knowledge of record keeping.
- Customer service skills.

Duties/Responsibilities

Frequency:	Duties:
60%	<p>Assists with Ricky’s Café:</p> <ul style="list-style-type: none"> • Prepare entrees as specified on food service production worksheets. • Prepares espresso coffee according to recipes given. • Carve portions of meat for individual serving. • Gather food supplies needed for production. • Mix ingredients to make icings, glazes and other toppings. • Operate a cash register. • Determine proper food preparation. • Ensures proper storage of leftover food items. • Maintains a clean sanitary workplace in accordance with county, state, and federal regulations.
35%	<p>Cross Trains/Assists Bookstore Manager with Daily Operations of Riverhawk Books & Supplies:</p> <ul style="list-style-type: none"> • Operates cash register to record sales. • Assists with staging and replenishment of store merchandise. • Serves as a backup to the bookstore manager to ensure coverage during normal business hours. • Assists with end-of-day cash procedures. • Assists store manager with required paperwork and inventory ordering. • Assists with physical counts and management of store inventory. • Assists bookstore manager with scanning in books received. • Assists bookstore manager in distributing books to students. • Assists students in ordering textbooks using eCampus Store Kiosk or Laptop
5%	<ul style="list-style-type: none"> • Other duties as assigned.

West Virginia University at Parkersburg is an Equal Opportunity/Affirmative Action Institution and does not discriminate on the basis of race, sex, gender identity, pregnancy, sexual orientation, age, disability, veteran status, religion, color, ancestry, or national origin in admission, employment, educational programs or activities; nor does it discriminate on the basis of genetic information in employment or employee health benefits. Further, faculty, staff, students, and applicants are protected from retaliation for making complaints or assisting in investigations of discrimination. West Virginia University at Parkersburg will take steps to assure that a lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Auxiliary aids and services are available upon request to individuals with disabilities.