



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Food and Beverage Operations Senior  
Job Code: 274

Overtime Pay: Eligible

**Primary Responsibility**

This work is assisting instructors and chefs in advanced and more complex training and advising of UCF undergraduate students and advanced and more complex planning and execution of catered events (internal and external) on the Rosen campus.

**Typical Tasks**

Support instructors and chefs in advanced and more complex training and advising UCF undergraduate students in Rosen College campus food and beverage laboratories.

Serves as a lead employee over the food and beverage assistant and associate.

Participate and ensures advanced and more complex planning and execution of class events (internal or external) on the Rosen College campus.

Maintain and ensures the cleanliness, organization, and safety of all Rosen College campus food and beverage equipment and facilities.

Follows and ensures proper receiving, storage, and inventory (FIFO, First in, First out) practices and assist in pick-up and delivery of food and beverage products and supplies.

Other food and beverage operational activities.

Additional duties as assigned per needs of supervisors.

**Minimum Qualifications**

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact  
Compensation and Classification in Human Resources at

[Comp@mail.UCF.edu](mailto:Comp@mail.UCF.edu)

or call (407) 823-2771

UCF Human Resources website:

<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Food and Beverage Operations Associate

Job Code: 273

Overtime Pay: Eligible

**Primary Responsibility**

This work is assisting instructors and chefs in intermediate training and advising of UCF undergraduate students and intermediate level planning and execution of catered events (internal and external) on the Rosen campus.

**Typical Tasks**

Support instructors and chefs in intermediate level training and advising UCF undergraduate students in Rosen College campus food and beverage laboratories. May serve as a lead employee over the food and beverage assistant. Participate and oversee in intermediate level planning and execution of class events (internal or external) on the Rosen College campus. Maintain and oversee the cleanliness, organization, and safety of all Rosen College campus food and beverage equipment and facilities. Follow and oversee proper receiving, storage, and inventory (FIFO, First in, First out) practices and assist in pick-up and delivery of food and beverage products and supplies. Other food and beverage operational activities. Additional duties as assigned per needs of supervisors.

**Minimum Qualifications**

A high school diploma and two years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute as an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Food and Beverage Operations Assistant

Job Code: 272

Overtime Pay: Eligible

**Primary Responsibility**

This is work basic training and advising of UCF undergraduate students and basic planning and execution of catered events (internal and external) on the Rosen campus.

**Typical Tasks**

Support instructors and chefs in basic training and advising UCF undergraduate students in Rosen College campus food and beverage laboratories.

Participate in basic planning and execution of class events (internal or external) on the Rosen College campus.

Maintain the cleanliness, organization, and safety of all Rosen College campus food and beverage equipment and facilities.

Follow proper receiving, storage, and inventory (FIFO, First In, First, out) practices and assist in pick-up and delivery of food and beverage products and supplies.

Additional duties as assigned per needs of supervisors.

**Minimum Qualifications**

A high school diploma and one year of appropriate experience. Appropriate college coursework or vocational or technical training may substitute as an equivalent rate for the required experience.

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UNIVERSITY OF CENTRAL FLORIDA  
STAFF CLASS SPECIFICATION

Job Title: Culinary Assistant  
Job Code: 053

Overtime Pay: Eligible

Primary Responsibility

This is work preparing and serving food.

Typical Tasks

Receives, inspects, stores, and inventories food products.  
Determines portions, styles, and methods according to menus.  
Prepares food according to menu and standardized recipes.  
Serves food.  
Cleans and maintains utensils, equipment, and food preparation areas.  
Picks up and delivers food and kitchen items as needed.  
Maintains catering vans.  
Performs catering tasks at events.

Minimum Qualifications

Completion of the ninth grade and three years of appropriate experience. Additional education may substitute at an equivalent rate for the required experience.

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