



Job Title	Food and Beverage Specialist I, II	Job Code	AA0211, AA0212
Pay Plan	USPS	Pay Grade	14
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Academic and Program Management	Union Code	000
		Subfamily	Academic Culinary Arts

Job Family & Subfamily Summary

Academic and Program Management Professionals develop, administer, or support programs that enhance the learning environment for students or faculty development.

Academic Culinary Arts Professionals provide services and support of a specialized nature in culinary arts programs.

Job Summary

Provides catering services to front of house and assists instructors with students in food and beverage labs.

Representative Duties

1.
 - Assist instructors with students in food and beverage labs and assign tasks to students
 - Sets up the dining room including linen, table setting, food station design and beverage service
 - Maintains sanitary environment
 - Oversees and manages stock
 - Oversees cleanliness and polishing of small wares
 - Acts as liaison between Catering and Events Departments
 - Assists with ordering supplies and scheduling staff
 - Directs staff on daily work assignments

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 2+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 4+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.