



## Position Announcement September 2024

<b>Position:</b>	Food Service Employee
<b>Position Status:</b>	Fulltime
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Macon Campus
<b>Projected Work Schedule:</b>	40 hours per week / 12 calendar months per year

*A review of the completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following September 27, 2024 based on candidate(s) selection.*

### **Job Summary:**

Responsible for the preparation/cleanup and serving of a variety of food items to students, staff, and visitors. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may require travel within the college's service area to provide services either campus Café or for the College's Childcare Center as needed as well as other travel as needed.

### **Major Responsibilities may include, but are not limited to the following:**

- Checks menu daily for list of items to be prepared;
- Serves food items at scheduled mealtimes according to standardized procedures;
- Assists in preparing meals for banquets, civic groups, receptions, etc., when requested;
- Prepares special diets for students when requested;
- Monitors appropriate temperature of hot/cold items;
- Follows safety food handling procedures to ensure the health and safety of customers;
- Operates and maintains food service equipment;
- Reports maintenance needs to the supervisor immediately;
- Assists in stocking shelf items, freezer, and coolers as items are received;
- Operates dishwasher for cleaning and sanitizing pots, pans, dishes, trays and utensils;
- Cleans tables and chairs and removes trash;
- May perform cashier duties; collects money and gives change to customers; operates debit card machine
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

### **Job Competencies:**

- Knowledge of basic food safety practices for preparing and serving food
- Knowledge of personal hygiene
- Knowledge of proper cleaning methods and uses of the correct chemicals
- Knowledge of cash register operation

- Skill in interpersonal relations and dealing with the public

**Location / Work Schedule:**

The College is seeking positions for the Macon Café. Current schedule is projected to be 7:00 a.m. to 3:30 p.m. Monday through Friday, however, a flexible schedule to include day/evening and/or weekend hours will be required as needed. Position may require travel within the college's service area to provide services as needed at the Macon or Warner Robins Café, or as needed for the Macon or Warner Robins campus Child Development Center, as well as other travel as needed. This position is scheduled to work 12 months per calendar year and at 40 hours per week.

**Minimum Qualifications:**

- None required

**Preferred Qualifications:** *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented six (6) months or more work-related experience
- Documented SafeServ certification

*Due to the potential to provide services to the Child Development Center, applicant recommended for hire must be able to meet the requirements for a successful background check based on the guidelines of the GA Bright From the Start program as well as the Technical College System of GA.*

**Salary / Benefits:**

**Gross annual salary of \$33,280.00. This is a fulltime position scheduled to work all 12 months a year and at 40 hours per week.** Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**Application Procedure:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the

preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)

4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to [cdominy@centralgatech.edu](mailto:cdominy@centralgatech.edu).

All applicants are subject to the following applicable pre-employment screenings:

- |                          |                          |
|--------------------------|--------------------------|
| Criminal History Records | Motor Vehicle Records    |
| Employment References    | Pre-Employment Drug Test |
| Fingerprint Records      | Credit History Records   |
| Psychological Screening  | Medical Examination      |

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.