



Job Analysis

Job Title: Food Service Assistant	Department: Food Service
Work Site: Climate controlled warehouse with concrete floor	Job Code: Medium

I. Job Summary

Prepares and sells food and drinks to customers. Pulls and stocks supplies and ingredients, cleans kitchen area and eating area. Provides prompt and courteous member service.

II. Identification of Job Functions

Essential Functions and Tasks:

1)	Prepares hot food. Proofs, rolls, shapes, adds toppings or fillings and bakes items, such as pizzas, chicken and soft pretzels. Slices pizza, puts baked items in warmer. Steams hot dogs and buns.
2)	Rings up sales, collects money, makes change. Places whole pizza orders from members at the counter and on the phone. Assembles and presents order to customer. Uses tongs to pick up hot food items. Follows department production and cash handling procedures and standards. Provides prompt and courteous member service.
3)	Dispenses dessert and drink items such as frozen yogurt, latte and smoothie. Cleans, sanitizes, services, and refills dispensing machines.
4)	Maintains self-serve soda pop area, condiment table and eating area. Busses, cleans and sanitizes tables, sweeps and mops floors, empties trash.
5)	Cleans and sanitizes the machines, work surfaces, floors, pans, utensils and counters. Takes garbage to trash compactor and operates compactor. Follows safety and security procedures.
6)	Pulls ingredients and supplies from warehouse. Stocks large volume ingredients to shelves, cooler and freezer. Stages ingredients to preparation area and refills dispensing machines. Complies with health codes, such as sanitation, temperatures, product rotation and expiration dates.

Non-Essential Functions and Tasks:

1)	Assists with front end duties as necessary.
2)	Assists in other departments in the warehouse as necessary.

III. Qualification Standards

Education/Training:	High School Diploma or GED preferred.
Licenses/Certifications:	Food Handling Card as required by local government. Must complete Costco Food Safety Certification.
Experience:	Food service experience preferred.
Knowledge/Skills:	None.

IV. Operation of Vehicles, Equipment, or Machinery

During Essential Functions	During Non-Essential Functions
Pizza oven, steam table, latte machine	Cart rope, cart, flatbed
Yogurt and smoothie machine, dough press, scale	Cash register, hand held / table top scanner
Cash register, phone, wheeled rack	
Trash compactor, baler, dishwasher, fire extinguisher	