

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Pantry

JOB CODE : 030412, 030470

DATE PREPARED : May 20, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent prepares salads, dressings, and cold sauces for consumption in Food Service Cafeteria.

DIMENSIONS

The incumbent reports to Chef, Second Cook, or Food Services Supervisor and has no supervisory responsibility.

NATURE AND SCOPE

1. Prepares salads, dressings, and cold sauces for Mercury Cafeteria and C-P snack bar;
2. Sets up and maintains salad bar;
3. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment;
4. Adds seasoning to food during mixing or cooking according to instructions;
5. Observes and tests food being prepared by tasting, smelling, and observation;
6. Works in serving line for lunch periods;
7. May wash, peel, cut, and shred vegetables and fruits to prepare them for use; may butcher chickens, fish, and shellfish as directed; may bake bread, rolls, cakes, and pastry as time permits;
8. Maintains a "clean-as-you-work" environment at all work stations; cleans and details all work spaces and snack line surfaces, floors, and boxes at end of meal periods;
9. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
10. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying food/supplies/dishes/trays up to 35 pounds; occasional lifting up to 50 pounds;
3. Frequent pushing/pulling using both hands/arms moving food stuffs/sliding plates/opening doors and using knives/cleaning, exerting force of 5 to 30 pounds;
4. Frequent bending/twisting at waist/knees/neck or slightly forward while working at counter or grill, preparing food, placing food in refrigerators, cleaning, etc.;

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

Pantry

5. Constant use of both hands/arms in reaching/handling/grasping/fingering while preparing food, cleaning, etc.; overhead reaching required;
6. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range;
7. Constant use of hearing/speech abilities in communicating with food servers, customers, coworkers, and supervisors;
8. Frequent use of sense of smell and taste in determining flavor/quality of food being prepared;
9. Frequent use of sense of touch in determining freshness of foods.

Mental

1. Frequent mental alertness, attention to detail, and accuracy required in ensuring that food is prepared well according to all procedures and instructions and in maintaining a safe work environment;
2. Must be able to follow oral and written instructions and complete all assignments in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
4. Must be able to deal with pressure of maintaining kitchen.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors in an industrial kitchen environment.

Tools & Equipment Used: Hand carts, trays, rolling carts, and assorted kitchen equipment/utensils.

REQUIRED TRAINING AND WORK EXPERIENCE

Two years of experience as pantryman, pantry helper, butcher, baker's helper, or cook's helper. Inventory control experience required.

OTHER SPECIAL QUALIFICATIONS

None.