



Position Description:

General Utility

Location: Kings Point, NY

Open Date: 08/24/2011

FLSA: Non-exempt

Supervisor: Project Manager

Summary

This position is responsible for a wide variety of technical food service and cashier duties while providing at the highest quality of customer service at all times.

Essential Functions

- Clean, sanitize, and operate kitchen equipment and machines while following and maintaining health and safety regulations and guidelines, i.e. refrigerator, ice machine, beverage dispenser, etc.
- Clean and sanitize food and beverage stations, dishware, glassware, and utensils.
- Prepare and maintain dining room for food services by replenishing necessary items, i.e. clean linens, glassware, serving utensils, condiments, trays, etc.
- Organize and maintain all food stations with required essentials.
- Assist with various cleaning responsibilities including but not limited to sweeping and mopping of floors, interior and exterior of milk and popcorn machines.
- Assist with food delivery and busing tables as needed.
- Receive and disburse funds while maintaining records of monetary transactions.
- Balance end of shift cashier drawer with supervisor.
- May perform other duties as assigned.

Requirements

- High School diploma or GED.
- 1 year of foodservice experience.
- 1 year of cash handling experience.

Knowledge, Skills, and Abilities

- Excellent customer service skills.
- Basic knowledge of sanitation.
- Strong team orientation.
- Ability to apply common sense understanding to carry out detailed uncomplicated instructions.

Physical Demands

While performing these duties, the employee is frequently required to stand, use hands, reach with hands and arms, stoop, kneel, and crouch. The employee frequently is required to walk. The employee is occasionally required to talk and hear in English. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee may be asked to walk on uneven surfaces, bend, and squat, climb stairs, sit for extended

periods of time. The employee must be able to lift and carry 50 pounds frequently as needed.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

NANA Services, LLC Summary

NANA Services' competencies include all facilities management functions, commodities reselling, quality of life programming, food and janitorial services, and other integrated support services. NANA Services' success in the services industry is based on an integrated management strategy and the commitment of exceptionally skilled employees who remain diligently focused on customer satisfaction.

NANA Services is an equal opportunity and affirmative action employer. Preference will be given to qualified NANA Shareholders, Shareholder spouses and descendents of Shareholders.

To apply for this position please visit our website www.akmaaq.com, career page and download our application. Please complete Application and forward with Resume to hr@akmaaq.com or fax to 800.339.1369.

EOE M/F/D/V