

Job Description (example)

*Check out the World's Largest Database of Results-Oriented Job Descriptions (like the one below) offered by my friends Roger and Sandra Plachy at the [Job Results Management Institute](#).

JOB TITLE	Food Service Crew Member
DEPT/LOCATION	Southtown Store
REPORTS TO	Crew Chief
JOB PURPOSE	Prepare and serve food orders
	by inventorying, ordering, preparing, and stocking items at the beginning and throughout the shift; selecting, assembling, measuring, heating and cooking food items; keeping order; removing spills and food droppings.
ESSENTIAL FUNCTIONS	
1.	Maintains customer satisfaction and confidence
	by meeting food quality and service standards; finding ways to please customers.
2.	Stocks food preparation line
	by inventorying, ordering, selecting, assembling, measuring, heating, and cooking food items; placing items on ready racks.
3.	Maintains food preparation line
	by keeping order, removing spills and food droppings.
4.	Keeps food-preparation equipment operating
	by keeping equipment clean and performing daily maintenance procedures.
5.	Maintains safe and health food-preparation environment
	by following standards and procedures; complying with food handling and sanitation regulations.
6.	Improves food preparation job knowledge
	by attending training sessions.
8.	Contributes to organization success
	by accepting new assignments, helping team members, learning new skills and striving to improve team results.
NOTE	<i>The employer reserves the right to change or assign other duties to this position.</i>

QUALIFICATIONS	Job qualifications are stated in the Essential Functions of the job description. An employee must be able to accomplish the Essential Functions in order to be competent in the job. Other special requirements are noted below.
Education	.
Certifications	Food Handler's Permit
Licenses	
Equipment Skills	
Software Skills	
Other Skills	
Physical Demands	Standing on hard surface for entire shift
Work Conditions	Hot equipment and environment
Special Schedule	Must work two Sundays per month
Travel Demands	
Hazards	Cleaning chemicals, hot equipment, slippery floors
Job Experience	
Personal Qualities	Enjoys working with public; reliable
Other	
STATUS	
Part/Full-time	Part-time
Term	Permanent
FLSA Status	Non-Exempt
Wage/Salary	\$8.00 per hour to start
APPROVALS	
Authority Signature	
Date	
Employee Signature	
Date	

(See blank Job Description form below)

Job Description

JOB TITLE	
DEPT/LOCATION	
REPORTS TO	
JOB PURPOSE	Verb (Maintains, Stocks, Helps, Makes, Oversees, etc.)
	by . . .
ESSENTIAL FUNCTIONS	(Required outcomes followed by tasks or duties to accomplish outcomes)
1.	Verb
	by . . .
2.	Verb
	by . . .
3.	Verb
	by . . .
4.	Verb
	by . . .
5.	Verb
	by . . .
6.	Verb
	by . . .
7.	Verb
	by . . .
8.	Verb
	by . . .
9.	Verb
	by . . .
10.	Verb
	by . . .
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Job Experience	
Personal Qualities	
Other	
STATUS	
Part/Full-time	
Term	
FLSA Status	
Wage/Salary	
APPROVALS	
Authority Signature	
Date	
Employee Signature	
Date	