

## **TEDA, INC.**

### **Position Description**

**Position Title:** Pizza Maker

**Agency:** Westside Pizza

**Supervisor:** Pizza Parlor Manager

**Salary Classification:** Non Exempt

**Benefits:** All applicable

**Position Summary:** Provide friendly and responsive service to create an exceptional experience for all of our guests. Take orders and prepare all menu items. Prepare a variety of food products including meats, vegetables sauces and other food products using a variety of equipment and utensils.

#### **Duties and Responsibilities:**

1. Successfully open and close Pizza Parlor.
2. Take food/beverage orders and input them into point-of sale system.
3. Accept payment and make change for monies tendered prior to sending to kitchen.
4. Handle phone orders with professionalism and accurately collect information needed to complete orders.
5. Prepare and serve all food and beverage items by following approved recipes and maintaining consistent portion controls and quality standards.
6. Use pizza cutter & pizza wheel.
7. Serve orders to customers at counter or tables.
8. Maintain a clean and sanitary work and service area including tables, shelves, walls, oven and refrigeration equipment.
9. Clean, stock and restock workstations and display cases as needed.
10. Wash, cut and prepare foods designated for cooking.
11. Prepare dough, following recipe.
12. Work on several orders simultaneously.
13. Inform manager-on-duty immediately of product shortages.
14. Promptly report equipment and food quality problems to manager-on-duty.
15. Assist with ordering and receiving merchandise from suppliers and insuring all merchandise received is counted and correct on invoice as directed.
16. Provide excellent customer service while maintaining a positive work environment in adherence to policies and procedures.
17. Attend meetings/trainings as requested.
18. Accurately measure and evenly distribute equal amounts of ingredients for prepared foods
19. Ensures all items are prepared to specifications and presented to specifications.
20. Perform other duties as assigned.

**Qualifications:**

1. Ability to work both collaboratively and independently with great problem solving skills.
2. Must exhibit strong customer service skills, organizational skills.
3. Must have the ability to coordinate and manage efficiently and effectively while working in a fast-paced, stress-filled environment.
4. Ability to use oral and written language effectively.
5. Prefer knowledge of point-of-sale system.
6. Knowledge of food preparation and operating cooking equipment: microwave, oven, hot pans.
7. Can read and follow direction on food safety i.e. handling hot and cold foods and maintaining appropriate temperatures.
8. Safe Serve Certification preferred.

**Physical Requirements:**

This position is deemed a Level 5 and requires walking, standing, and sitting for prolonged periods of time, climbing stairs, ladders, scaffolding, ramps, etc., stooping, kneeling, crouching, balancing, crawling, and reaching; pushing, pulling and lifting up to 70 pounds; raising objects overhead; manual dexterity for operation of computer, phones and hand tools; hearing, talking and good verbal and written communication skills; repetitive motions of the wrists, hands, and fingers; subject to outside environmental conditions of heat and cold; walking on uneven ground; operation of light-weight equipment.

**Indian Preference:**

Preference in filling vacancies shall be given first to qualified Voting Tribal Members and then to Native Americans as provided for in the Indian Self-Determination and Education Assistance Act P.L. 93-638. Documentation for claiming preference must be provided with the application for consideration. Other than the above, TEDA, Inc. and the Tuolumne Me-Wuk Tribe are equal opportunity employers.

**Pre-employment Requirements:**

Employment is contingent upon pre-employment background and drug test results.

Approved: Personnel Committee:  
Approved by TEDA Board of Directors: 02-20-18