



Student Job Description

CATERING ASSOCIATE

WHAT YOU WILL LEARN:

You will learn “real world” work skills such as time management, conflict resolution, balancing priorities, managing finances, interpersonal communication, customer service experience, working with people from diverse backgrounds and working as part of a team. Although your job in the Division of Student Life may not be directly related to your future profession, the skills you learn here will help you in your chosen career path and give you valuable work experience to strengthen your resume.

BASIC FUNCTION AND RESPONSIBILITY:

Performs a variety of tasks involved in the service of food and beverages.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Ensure that assigned event space is ready for service prior to guest arrival.
- Responsible for set up, service, and clean-up of catered events.
- Respond to inquiries from customers in a positive and professional manner.
- Maintain cleanliness of service area and ensure that all equipment is clean and orderly at the close of the shift.
- Participate in the proper labeling and storage of food and beverage items following the service period.
- Act as a team member with all staff and supervisor in a cooperative manner.
- Assist in on-the-job training of other student employees.
- Perform related duties as assigned.

SUPERVISION RECEIVED:

General supervision from Catering Supervisors.

SUPERVISION EXERCISED:

None.

QUALIFICATIONS:

- Enrolled as UI student during academic year.
- Must be 18 years of age or older.
- Must be able to move up to 50 lbs. and stand for long periods of time.
- Must be able to work evenings and weekends and be flexible in scheduling from week to week.
- Good communication skills (verbal and written) and be positive and respectful in working with a diverse population.
- Demonstrated commitment to GREAT customer service.
- Previous catering experience preferred but not required.

SALARY:

\$9.50 per hour.

WORK HOURS: Up to 20 hours per week during academic year and up to 40 in summer. Position includes evening, early morning, and weekend hours.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.