

# Beloit College

## Student Employment Job Description

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<b>Position Title</b>	Food Service - Catering	<b>Hourly Rate</b>	\$7.75
<b>Department</b>	Food Service	<b>Supervisor</b>	Scott Zoellick
<b>Work Location</b>	Commons	<b>Account Number</b>	01-90901-00000-00000-xxxxx

Do multiple individuals hold this position at one time?  Yes  No

Number of positions available: 10

### Work Schedule

A student in this position can expect to work **3** hours per day, **9** hours per week.

The student will work  Monday thru Friday  Saturday  Sunday  any day of the week.

Hours are available during the following times of the day: **7 am - 10 pm** .

### Department/Position Overview

As part of our catering team you will be asked to provide help with our catering events in a multitude of ways, from setting up/breaking down events, deliveries, getting items ready and more.

### Description of Duties and Tasks

- Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- Conform to an established work schedule; reliably work set hours as assigned
- Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- Maintain the confidentiality of departmental/employee/student information
- Run errands on and/or off campus, including campus mail pick-up and delivery
- Perform light cleaning, departmental organization, and upkeep as required
- Work efficiently and accurately without immediate supervision

### Required Training and Skills

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here:
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: