Beloit College
Student Employment Job Description

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<th>Position Title</th>
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<tr>
<td>Food Service General Cafeteria</td>
<td>$7.75</td>
<td>Food Service</td>
<td>Ken Hnilo</td>
<td>Commons Cafeteria in Chapin Hall</td>
<td>01-90901-00000-00000-xxxxx</td>
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Do multiple individuals hold this position at one time? ☒ Yes ☐ No

Number of positions available: 145

Work Schedule

A student in this position can expect to work **3 (average)** hours per day, allotted 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: **During all meals. Some shifts available between meals.**

Department/Position Overview

Commons cafeteria is an all-you-can-eat Food Service operation and is open during regular meal times. Hours are 7:15 am - 9:30 am for breakfast, 11:30 am - 1:30 pm for lunch and 4:45 pm - 7:00 pm for dinner. Most work shifts are designed to support these meal hours encompassing set-up, service and clean-up. General cafeteria positions in Commons include, but are not limited to, dishroom, dining room attendant, kitchen help, and grill cook. The dinner shift runs on a job revolving "Crew" method where with students cross-trained in many areas of cafeteria operations. All student employees are supervised by the full-time staff

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:
- [x] On the job training