**Position Title**  Food Service General Cafeteria- DK’s  
**Hourly Rate**  $7.25  
**Department**  Food Service  
**Supervisor**  Phyllis Jensen  
**Work Location**  Pearsons Hall  
**Account Number**  01-90901-00000-00000-xxxxx

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

**Number of positions available:** 45

**Work Schedule**

A student in this position can expect to work 3 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: **7:00 am - 7:00 pm**.

**Department/Position Overview**

DK’s snack bar, located in Pearsons Hall, is an all day operation that features a deli, a grill, and many "grab & go" options. Most work shifts are designed to support the operation at peak meal times and include some prep, set-up, service, and clean up. General cafeteria positions may include, but are not limited to, dish area, dining room attendant, kitchen prep, grill cook, and cashier (requires some additional training). Cross training among positions is encouraged and some catering crew opportunities may be available throughout the academic year. All student employees are supervised by 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:
- On the job training
- Cashier positions will require cash handling procedures training