Beloit College
Student Employment Job Description

Position Title | President's Catering/Event Staff | Hourly Rate | $8.00
Department | President's Office | Supervisor | Tiffany Warren
Work Location | Various locations on campus | Account Number | 01-61601-00000-00000-xxxxx

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

Number of positions available: 4

Work Schedule
A student in this position can expect to work 6 - 8 hours per day, 10 hours per week.
The student will work  Monday thru Friday  Sunday  any day of the week.
Hours are available during the following times of the day: 3:00 pm - 9:00 pm.

Department/Position Overview
The President's Catering staff is in charge of setting up, serving, and cleaning up an event that can sometimes be a small affair, an intimate dinner or a very large event with hundreds of guests. It is very important that this student is reliable and a very hard worker that can be flexible with timing of events. Duties include everything from full table set up to serving appetizers. Full clearing of dinner and/or reception which can include hand washing dishes, taking down tables, linens and chairs from event. This person has to be very professional and courteous because we are serving very important people, including Trustees and Presidents from other colleges. This position can be hard to fill because we need students who are hard working and very reliable and willing to work as needed.

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: