



Dining Services

# Student Job Descriptions

*The following are brief descriptions of jobs that are available in Campus Dining for student workers. Please be aware that the list of duties provided here is not exhaustive and that each team member may at times be asked to perform duties of other positions when required by our business needs.*

**Beverage Line Attendant** Keep all beverage machines fully stocked and clean; make coffee; replenish glass ware; hook up/change soda bibs and juice concentrates; replenish milk dispensers; attend to soft-serve machine.

**Food Server** Requires outgoing and friendly personality to welcome guests and provide great customer service; Set up food serving areas; serve and replenish food; provide information about the food you are serving; clean serving area.

**Cashier** Requires outgoing and friendly personality to welcome guests and provide great customer service; swipe meal cards or receive other payment for food or meals; ensure that all meal plan and cash handling policies are followed; monitor entrances; assist with dining area clean-up. Good cash handling skills needed.

**Utility/Dishwasher** Put dirty dishes through dish machine; hand-wash some items; take out trash; sweep and mop floors and do other miscellaneous tasks.

**Food Preparation** Cutting and trimming fruits and vegetables; making salads; preparing fruit and vegetable cups; preparing sandwiches and wraps. Most food preparation is part of our commissary program which prepares food items for Blackstone, Naturally Woodstock, and Simply to Go.

**Catering Wait Staff** Requires outgoing and friendly personality to provide great customer service; gather, transport, and set-up equipment for events; set up and replenish buffets; wait tables; clean up after events.

**Student Manager** Requires outgoing and friendly personality to welcome guests and provide great customer service. Supervise all aspects of meal service together with, or in the absence of, a manager. Must be able to perform any food service role and be willing to take on duties of absent workers when necessary. Excellent cash handling/basic accounting skills required.

**Room Attendant** Requires outgoing and friendly personality to interact with guests and answer questions about dining services as needed. Ensure a clean and pleasant dining environment for guests; clean tables, fill napkin holders and salt & pepper shakers; assist with upkeep of serving areas and taking soiled dishes to dish line.

**Mystery Shopper** Dine at resident or retail dining facility and submit reports on the quality of food, customer service, and dining environment. Salary: Free meal when Mystery Shopping.

**Marketing Assistant** Requires outgoing and friendly personality to interact with guests and answer questions about dining services at events or Concierge desk. Assist with setting up, serving, and cleaning up for special dining events. Assist with creating signs, menus and other promotional materials. Post information on social media about events and promotions. Post signs and flyers across campus about dining events.

**Student Dining Ambassador** Requires outgoing and friendly personality to interact with guests and answer questions about dining services at events or Concierge Desk. Work limited mostly to move-in days, open houses, and other special events. May post signs and flyers across campus about dining events.