JMU Dining Services

POSITION DESCRIPTION

Job Title: Student Worker
Date: 7/2010
Reports To: (title) Student Supervisor/Student Managers/Shift Manager/Manager/Director
Location:

Position Summary: Describe the general purpose of the job or why the job exists.

Under supervision, the student worker provides customers with quality food and service in a safe, sanitary and timely manner of all foods provided in the dining location.

Essential Functions: List the principal on-going responsibilities necessary to accomplish the purpose of the job.

1. Greets and serves customers in a courteous, efficient manner.
2. Performs routine food service tasks under general supervision or instruction in a food production and/or customer service area.
3. Serves and prepares, as needed, all food required in the food services program.
4. Provides a clean and tidy work area for serving food.
5. Performs job in a safe manner following all established safety rules to reduce potential of injuries.
6. Replenishes dining area items in a timely manner.
7. Washes and cleans equipment, food preparation areas, while maintaining the highest possible standards of sanitation.
8. Operates all food preparation equipment in a safe manner.
9. Cooperates and communicates with other staff and coworkers.
10. Uses cleaning chemicals and supplies in accordance with specified safety protocols.
11. Reports non-working, damaged or malfunctioning equipment to Supervisor and/or Manager in a timely manner.
12. Perform other requests and assignments as requested by management.

Customer Service - Describe how this position should demonstrate good customer service.

1. Maintain positive interaction with co-workers and customers so that efficient and quality service is provided to our customers.
2. Be aware of customer needs, assist when possible or refer them to a shift manager who can assist with their requests.

Safety – Describe how this position is responsible for handling safety issues.

1. Share the responsibility for a safe work environment with your team
2. Work safely, stay alert, practice good housekeeping, remove potential hazards and follow all established safety regulations.
3. Report all incidents/accidents while working to your manager immediately
4. Understand all safety regulations of your operation including required Personal Protective Equipment (PPE).

This job description is subject to change if needed to meet operational needs. You may be asked by a manager or supervisor to assume additional duties to meet operational needs.
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**Qualifications** - Describe experiences, education and related coursework typically required or expected to perform essential job functions. Include lifting and carrying requirements.

1. Must have the ability to read and communicate effectively.
2. Ability to understand and carry out responsibilities.
3. Perform the same tasks over frequently in the same way.
4. Stand and walk for extended periods of time.
5. Must be able to accept in a positive manner information and instruction from customers and superiors.
5. Lift 40 lbs. maximum with frequent lifting and/or carrying objects up to 25 lbs.

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