



## STUDENT JOB OPPORTUNITY

**JOB TITLE:** *Student Catering Assistant*

**DEPARTMENT:** Dining Services – Catering

**CONTACT PERSON/EMAIL/PHONE #:** Kathy Christopher, Catering Manager, [christophek@etown.edu](mailto:christophek@etown.edu), 361-1155.

**TO APPLY:** Contact Kathy Christopher, Catering Manager, [christophek@etown.edu](mailto:christophek@etown.edu), 361-1155.

**STUDENT JOB DESCRIPTION:** Student Catering staff set up and serve on-campus & off-campus events for Catering Services clients. Must be flexible, exhibit excellent customer service, must be friendly & outgoing and a team player. Previous food & beverage experience desired, but not required.

**DUTIES:**

- General cleanliness.
- Food safety (proper temperature monitoring and food handling procedures).
- Customer service (professional interaction with customers and co-workers).
- Personal safety and hygiene.
- Performing duties assigned by Catering Services full time or management staff and Catering student managers.
- Performing duties specific to assigned position.
- Operating equipment specific to assigned position.
- Proper use of chemicals used in sanitation procedures.

**QUALIFICATIONS:**

- Occasionally required to stand for extended periods of time.
- Regularly required to move about.
- Regularly required to maintain balance while walking, standing, crouching, or running.
- Occasionally required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.
- Occasionally required to lift up to 30 pounds and carry a distance of 10 feet.
- Occasionally required to push and/or pull up to 30 pounds a distance of 10 feet.

**HOURS and/or HOURS PER WEEK REQUIRED:** Varied & Flexible, 5-10 hours per week.

**PAY RATE:** \$7.25 per hour

Weekend Premium of add'l \$1.00 per hour is paid for shifts from 4pm Friday through midnight Sunday.

**SPECIAL SKILLS NEEDED** (for example—drivers license/van training, CPR, etc.):

In order to be considered, student must have one semester of experience working in Dining Services. Prefer valid Pennsylvania Driver's License and willingness to participate in College-sponsored van training in order to operate Catering Van.