

### Federal Work Study Program Job Description

Job Title	Student Worker	Job Classification	Service Worker	
Department	Dining Services	Employer	Main Campus 7932 Opossumtown Pike F	
Team		Office Location	H Building	
Phone	3016242738	Room Number	H115G	Rate of Pay \$11.50
Supervisor	Peter Lee	Supervisor (other) email		
Employment Beginning	Employment Ending			
Fall 2019 (Aug-Dec)	Spring 2020 (Jan-May)			

Department Job Descriptions are approved on a yearly basis (July 1, 2019– June 30, 2020) and should reflect the needs of the Department for the upcoming year. Individual student work agreements are written on a semester by semester basis.

#### Purpose/Role within the Organization

A Smooth Joe's Barista Assistant will assist with the opening and closing, stocking, customer service, and stocking.

Hours would range between 7 AM – 6 PM Mon-Thurs (minimum 2-hour shifts)

#### Job Duties & Responsibilities

Maintain a clean and functional area.  
 Prepare and serve food in accordance with health and sanitation regulations.  
 Display professional demeanor at all times.  
 Assist with the opening and closing of Smooth Joe's  
 Assist customers  
 Restock products and ingredients  
 Make drinks and fill orders

#### Preferred Skills & Qualifications

Previous Barista or coffee shop experience  
 Attention to detail  
 Good customer service

*Student must have financial need based on the FAFSA*

**Evaluation Procedure & Schedules** 30 Day Student Worker evaluations are recommended but not required.