

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			
Summer 2019 (July 1- Aug)	Summer 2020 (May-June 30)			

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

Cashiers assist with checking out customers, restocking condiment stations, monitoring drink stations, and overall customer service.

Hours would range between 8:30 AM – 4 PM Mon-Thurs, 8:30 AM – 1:30 PM Fri (minimum 2-hour shifts)

Job Duties & Responsibilities

Maintain a clean and functional area.
 Adhere to health and sanitation regulations
 Display professional demeanor at all times
 Ring up customers orders through the register
 Provide customer service by answering questions and offering assistance as needed
 Assist with the setup and shutdown of the salad bar, coffee station, soda fountain, etc
 Restock the salad bar, condiment stations, soda cabinet, chips, cookies, snacks, etc

Preferred Skills & Qualifications

Previous customer POS or register experience
 Previous customer service experience
 Attention to detail

Student must have financial need based on the FAFSA

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