



## **Student Worker Job Description**

### **General Summary**

To assist in any of the following areas: production, service, ware washing, cash control, catering, housekeeping, and facilities maintenance.

Starting Pay Rate: \$13.00 per hour.

### **Residential Dining Food Service Worker**

Employees will provide excellent customer service to the campus community including students, staff, faculty, and off-campus guests. Duties include, but are not limited to: customer service, including greeting customers; serving and storing food and beverage at various venues; working in the dish room; operating kitchen equipment; organizing, sanitizing, and cleaning; proper cutting, slicing, and chopping techniques; preparing recipes; proper handling, storage, and cooking of temperature sensitive food.

### **Retail Food Service Worker**

Employees will provide excellent customer service to the campus community, which includes students, staff, faculty, and off-campus guests. Duties include, but are not limited to: customer service; preparing food and beverage at various venues such as the barista station, made-to-order deli, and grill; maintaining the retail sales floor by following planogram directions; facing, stocking, and taking inventory; sweeping; organizing the work areas; sanitation and cleaning; record keeping; proper handling, storage, and cooking of temperature sensitive foods; cash handling duties such as counting money and reconciling the cash drawer.

### **Catering Service Food Service Worker, additional pay location**

Employees will provide formal banquet service to students, staff, faculty, and off-campus clients. Responsibilities include, but are not limited to: gathering the appropriate materials before delivery; the delivery of food via the use of carts, vans, and full-sized box trucks; banquet set-up and cleanup; on-site inventory control; food preparation; serving; polishing silverware; sanitation; cleaning/maintenance of all equipment and accessories; working unsupervised at times.

### **Production Food Service, additional pay location**

Employees will prepare product for retail, residential and catering. Duties include, but are not limited to: coordinating food service activity with staff members; prepping recipes; slicing, dicing, and chopping vegetables, assist with bagel, donut, cookies, and more; cutting dessert; working in the dish room; sweeping, mopping, cleaning, and organizing the work area as needed.

### **Food Stores Service Worker**

Employees will provide a full-service food delivery program to dining facilities across campus. Duties include, but are not limited to: coordinating food service deliveries with staff members; filling grocery orders; putting away products; loading and unloading trucks; counting product/inventory control; accompany drivers; sweeping, mopping, cleaning, and organizing the work area as needed.

### **Clerical Service Worker (Administrative Offices and DSSO)**

Employees will provide a full range of clerical services to the offices of ISU Dining. Duties include, but are not limited to: coordinating food service information with staff members; filing, copying, coordinating and counting

money; reconciliations, paper work; sorting mail; checking for accuracy; answer phones and e-mails; review applications and contact with job offers; create work schedules and schedule changes; present at orientations; and other routine office duties such as disposing of trash, organizing supplies, sweeping, vacuuming, mopping, cleaning, and organizing the work area as needed. Work at other facilities as needed.

### **Duties and Responsibilities**

- Assist in the daily duties of dining service operations.
- Additional duties as assigned.

### **Requirements**

- Must be enrolled as an ISU student in at least one (1) class
- Must be able to work hours required by your facilities and attend scheduled work shifts
- Must be willing to work a minimum of 10 hours per week (some facilities)
- **Must complete New Student Employee Orientation immediately following payroll completion, in the first week of employment.**
- Follow the policies and procedures outlined in the handbook, orientation and other required trainings
- Must work entire semester, through the end of finals week
- Grad students must follow the rules of employment set by the Grad college.

### **Physical Demands**

- Work with frequent interruptions and maintain emotional control under stress
- Frequent standing, stooping, bending, kneeling, pushing, and pulling
- The employee must frequently lift and/or move up to 50 lb.

### **Working Conditions**

- Moderate exposure to extreme hot and/or cold temperatures; excessive humidity, dampness or chilling; excessive noise, intermittent; fumes, smoke, or gases; solvents (degreasing agents); grease and oils; work around machinery with moving parts; work around moving objects; work with hands in water.

### **ISU Policies Regarding Hours**

Iowa State University requires that students do not work in excess of twenty hours per week at all University jobs combined, Sunday through Saturday, when classes are in session. Employees must notify DSSO of any other campus jobs immediately. Some facilities require a minimum of 10 hours of work per week. Some students are eligible to work until the end of the month in which they graduate. However, Immigration regulations allow international students to work only through the Friday of finals week for the semester in which they graduate.

### **Job Description Change**

Every effort has been made to make this job description as complete as possible. However, this job description may be changed without notice when in the best interest of the operations. When changes are necessary, a written addendum will be added to this job description.

### **Statement of Understanding**

I have read this job description and understand its contents. I also understand this job description is not intended to be and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or working conditions associated with my position.

I further understand that my employment is at will, and thereby understand that my employment may be terminated at will by ISU Dining or myself with or without notice