

**WARTBURG COLLEGE  
POSITION DESCRIPTION**

**Title of Position – Dining Services, Retail Associate**

Preparation Date: February 2022

**Function of Position:**

Responsible to the Retail Supervisor for set up, preparing and serving food, cashiering, supervising student workers and ensuring quality customer service. Cleans and maintaining equipment and facilities and waits on customers.

**Principal Duties and Responsibilities :**

- 1) Prepare food using recipes and as instructed by supervisor. (40%)
- 2) Perform cashier duties and serve customers. (19%)
- 3) Set up, operate, and clean and sanitize food service equipment. (12%)
- 4) Record usage, label, date, and receive and stock products in food serving areas, and storage areas. (12%)
- 5) Train and direct student employees in all tasks. (11%)
- 6) Maintain, organize, clean, and sanitize work areas. Wash dishes, pans, and all food preparation and serving areas. Ensure proper food safety and sanitation procedures are followed. (6%)
- 7) Perform other related duties as assigned.

**Supervision:**

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. General work tasks are assigned by the supervisor and determined by schedule. The employee works on own within guidelines and refers unusual cases to the supervisor.

**Minimum Qualifications:**

Requires excellent customer service skills, basic math skills, and 9 months effective experience. Position involves standing or walking all day, fine motor skills, and lifting and carrying up to 50 lbs.

**Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

*WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.*