

## **WARTBURG COLLEGE POSITION DESCRIPTION**

### **Title of Position – Dining Services Special Events Associate**

Preparation Date: July 2021

#### **Function of Position:**

Responsible to the Catering Manager for preparing and serving food, handling money, supervising student workers, and ensuring quality customer service. Participates in cleaning and maintaining equipment and facilities and serves customers. Works in areas other than special events as time permits.

#### **Principal Duties and Responsibilities :**

- 1) Prepare and present food from menu, recipes, and as instructed by supervisor. (45%)
- 2) Operate food service equipment. (12%)
- 3) Record usages, label, date and stock specified products in food serving areas, and storage areas. (12%)
- 4) Handle money at events, wait on and serve customers. (13%)
- 5) Train and direct student employees in all tasks. (6%)
- 6) Maintain, organize, and sanitize work areas. Ensure proper food safety and sanitation procedures are followed. (6%)
- 7) Wash dishes, pans, equipment, and all work areas. (6%)
- 8) 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. The employee plans and arranges his/her own work, works and refers unusual cases to the supervisor.

#### **Minimum Qualifications:**

Requires customer service skills, basic math skills, and 9 months effective experience. Position involves frequent standing, walking, use of hands 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 women and members of ethnic and minority groups.*