

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position: Dining Services Special Events Associate

Preparation Date: May 2024

Function of Position:

Responsible to the Catering Manager for: Preparing for catering events, serving customers, handling money, supervising student employees, and ensuring quality customer service. Participates in cleaning and maintaining equipment and facilities. Works in areas other than Catering as time permits.

Principal Duties and Responsibilities :

- 1) Works collaboratively with Catering Manager and student employees to prepare for, execute, and clean up after, catering events—including deliveries, served meals, buffets, receptions, etc. (40%)
- 2) Serve customers at catering events, and in Mensa, handling money as needed; Special Events Associate may work in other Dining areas as the need arises. (20%)
- 3) Train and direct student employees in all tasks. (10%)
- 4) Maintain, organize, and sanitize work areas. Ensure proper food safety and sanitation procedures are followed. (10%)
- 5) Wash dishes, pans, equipment, and all work areas. (10%)
- 6) Operate food service equipment. (5%)
- 7) Record usages, label, date, and stock specified products in food serving areas, and storage areas. (5%)
- 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. See 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.