Front of House Staff, Marketplace – Part Time

Campus Dining

POSITION SUMMARY

Reporting to the Marketplace Supervisor & the Associate Director of Campus Dining, will restock food & beverage products & supplies & perform customer service and general cleaning duties.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Collects restocking list from cashier. Collects items from storeroom & stocks items in the Marketplace.
- Provides customer service in a positive & professional manner. Assists customers with their questions, problems and requests. Enforces policies. Watches for customer theft. Alerts management of problems.
- Cleans & restocks condiment stations. Empties trash & sweeps area.
- Checks milk dispensers, restocks if necessary & cleans.
- Cleans & restocks cereal station. Restocks under counter cupboards from downstairs storeroom.
- Makes coffee, restocks & cleans hot beverage area.
- Fills soda machines with ice on a regular basis.
- Checks dining room for dishes. Cleans off & cleans tables & returns condiments.
- Restocks merchandiser on a regular basis.
- Replenishes to-go containers at all stations.
- Replenishes dessert on bakery counter. Consolidates cookie or pastry trays.
- Cleans all Marketplace glass.
- Sweeps up debris around the Marketplace as needed.
- At the end of the day, cleans the dining room tables, places mats on tables & places chairs on the mats.
- Breaks down & cleans the soda machines & hot beverage machines.
- Breaks down cardboard boxes as needed throughout the day.
- Checks soda syrups & CO2 cylinders throughout the day & inform the dining hall managers if there are any empty containers.
- Clears debris from the Branca Patio at the end of service. Padlocks the tables & chairs.
- Ensures staff, guest, food, equipment and facility safety at all times. Performs all duties in a safe manner. Provides assistance needed to identify and prevent hazards. Uses proper safety signs and equipment.

The following job accountabilities may be reassigned:

- May be reassigned to cashier at the Tiger Cooler.
- May be reassigned to catering as needed.
- Performs other duties as assigned or requested.
**ADA Footnotes**
- Performance of this function is the reason that the job exists.
- There are limited employees among whom the performance of this function can be distributed.
- This function occupies a great deal of the employee’s time.
- This function is highly specialized. Employees are hired for the skill/ability to perform this function.
- Failure to perform this function may have serious consequences.
- The function is included in the terms of a collective bargaining agreement.
- Exposure to blood borne pathogens that requires use of personal protective equipment.

**QUALIFICATIONS**

Two or more years of experience in food service operations in a busy environment preferred. Must have excellent interpersonal and oral communication skills. Requires the ability to work effectively with a diverse work force and customer base. Must be in excellent physical health & be able to lift up to forty pounds repetitively. Must be able to read, write, and converse fluently in English.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

**APPLICATION INSTRUCTIONS**

Please submit a resume to resumes@oxy.edu and frazierr@oxy.edu.

**Hourly pay rate:** $14.25/hour

*Satisfactory completion of a background check is required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.*

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