REPORTING to the Associate Director of Campus Dining, assists with the receiving, stocking and rotation of product orders. Assists in the preparation, packaging and service of hot and cold food and beverage items. Performs cashier functions, responsible for accuracy of cash and debit transactions. Restocks and performs general cleaning duties.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Receives food orders and supplies. Ensures accuracy of invoices. Ensures products are properly marked, rotated and stocked. Reports discrepancies to a supervisor.

2. Assists with opening procedures as needed. Ensures coffee counter, grill, cashier and dining areas are prepared for service. Ensures all merchandising equipment is clean, stocked and in good working order.

3. Assists with the preparation of hot and cold beverages including tea, coffee, espresso, ice cream and smoothie based drinks. Assists customers with assorted baked goods. Helps maintain the cleanliness of the coffee counter. Ensures all equipment is in good working order.

4. Assists with the preparation and/or packaging of assorted baked goods, sandwiches, salads and snack items. Ensures all products are prepared in accordance with department policies, procedures and established recipes.

5. Performs cashier functions using Micros point of sale system. Accurately and quickly processes customer cash and debit transactions. Reconciles transactions at the end of the shift, and accounts for any discrepancies. Deposits cash according to established procedures.

6. Provides customer services in a positive and professional manner. Ensures customer orders are complete and accurate. Assists customers with questions, problems and requests. Enforces policies. Watches for theft. Reports problems to a supervisor promptly.

7. Communicates effectively with customers, coworkers and supervisors. Consistently displays ethical behavior.

8. Ensures staff, guests, food, equipment and facility safety at all times. Performs all duties in a safe and sanitary manner. Provides assistance to identity and prevent hazards. Uses proper safety signs and equipment.

9. Performs other duties as assigned. May be assigned to the Marketplace, Coffee Cart or Events Services as needed.
QUALIFICATIONS

- High School diploma or two years prior food service experience required.
- Sales register and cash handling experience preferred. Must be able to ring up sales quickly and accurately, and reconcile cash and debit sales reports.
- Must be able to work with speed and efficiency following proper sanitation guidelines
- Must be able to lift up to 50 lbs. and be able to tolerate the physical requirements of frequent walking, extended standing, bending and repetitive motion.
- Must be able to work effectively and collaboratively within a diverse community of students, staff, and others.
- Requires demonstrated ability to verbally communicate accurately in English with customers, coworkers, delivery personnel, and supervisors.
- Must demonstrate a commitment to excellence in customer service.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to frazierr@oxy.edu and resumes@oxy.edu

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are 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.

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.