UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

2015 – 2016

JOB TITLE: Tyler’s Café Assistant

DEPARTMENT: Dining Services

ADDRESS: Tyler Haynes Commons

SUPERVISOR: Operations Manager’s

JOB SUMMARY: To assist in basic functions pertaining to daily operations of Tyler’s

SPECIFIC DUTIES:
• Maintain the cleanliness and organization of all seating, retail and service areas
• Stocking and organizing condiment, silverware and napkin holders
• Making sure all trash, and cardboard is removed from all area’s
• Keep all pans and utensils in the dish area clean, and put away.
• Clean and organize dish room area.
• Any and all tasks assigned to you by shift manager

QUALIFICATIONS:
• Ability to multitask and prioritize tasks
• Ability to lift up to 50 lbs.
• Provide excellent customer service while working fast and efficiently
• Willingness to learn new skills and a passion for quality food.

for Student Employment office use only

wage rate: Level I

index: 2825