



# Catering Student Manager Job Description

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following full-time position and invites applications from interested individuals.

<b>Job Title:</b> Student Manager	<b>Reports to:</b> Immediate Unit Manager
<b>Unit:</b> Catering  <b>Work Type:</b> Part Time, On-Campus Work Study, Fall, Spring, On-Campus	<b>Schedule:</b> Flexible

**Position Description**

To perform duties for Unit that ensures a high quality product and excellent customer service. To assist Unit Manager

**Work Performed**

- Performs set-up, tear down and serving function at various events.
- Performs various food preparation functions as needed.
- Assists in ensuring that safety and sanitation procedures are followed.
- Provides support in organizing, coordinating and administering job tasks.
- Helps supervise student employees on an assigned job.
- Performs other duties as assigned.

**Job Specifications**

- Dependability
- Punctuality
- Neat, clean appearance
- Good physical condition
- Ability to lift a minimum of 30 pound on a regular basis.
- Possesses good judgment skills and interacts in a professional manner.
- Ability to get along well with others.
- Ability to operate appropriate equipment.
- A solid understanding of NYS health and safety regulations.
- Knowledge of BASC rules and regulations.
- Good customer relation skills.

**Qualifications:**

- Must have worked a minimum of 160 hours for BASC (if student has similar experience) BASC's Executive Director may make an exception.
- Familiarity with the safeguards necessary when handling cash.
- Minimum of a satisfactory rating on performance evaluation

**Date Posted:** 7/2/09

Applications will continue to be accepted until the position is filled.

**Salary Grade:** \$8.00 per hour

**Apply to:**

BASC at The College at Brockport  
Human Resource Office – Brockway Hall  
350 New Campus Drive  
Brockport, NY 14420

**Electronic submissions may be sent to:**

bascjobs@brockport.edu

\*Attachments must be in Microsoft Word, rich text format, or PDF file.

**For more information please contact the unit location at Cooper 395-5737**

11/2006