Dining Services and Racer Hospitality

MURRAY STATE UNIVERSITY

STUDENT MANAGER JOB DESCRIPTION

SCOPE

The Student Manager is responsible for the training and supervision of student workers. The SM must demonstrate leadership, be goal oriented, and have initiative, good communication skills and knowledge of all Dining Services jobs.

QUALIFICATIONS AND SALARY

General qualifications for SM include a minimum of a cumulative GPA of 2.0 and two or more semesters of on campus Dining Services experience. (Other managerial and food related experience will be considered and evaluated.)
Applicants for this position must demonstrate leadership, responsibility, communication skills, initiative, customer service skills and good job knowledge.
SM compensation will be $8.75 per hour.

ACCOUNTABILITY

The SM reports directly to the Department Lead or Unit Manager.

SPECIFIC RESPONSIBILITIES

SM will receive training for these responsibilities.

1. Responsible for student work force for an efficient operation
2. Train, coordinate and supervise student labor
3. Schedule team members, monitor and keep records of student attendance
4. Recruit new students to the departmental labor force
5. Assist in the student review process
6. Enforce Dining Services policies and procedures
7. Responsible for all safety rules and their enforcement
8. Have knowledge of all emergency procedures
9. Have knowledge of all Dining Services positions and equipment used
10. Open and close operations using procedures and according to checklists, including handling cash
11. Maintain operational quality and standards
12. Responsible for knowing the correct use and portion size of product
13. Responsible for work area. (i.e. stocking and removing trash)

14. Maintain high levels of sanitation, ServSafe certification training will be provided
15. Have knowledge of all cleaning supply items and their proper use
16. Maintain open lines of communication with all Dining Services staff
17. Assist in development of employee and customer satisfaction
18. Work a minimum of 12 hours per work week.
19. Must be able to meet physical requirements (i.e. standing, lifting, stooping)
20. Attend scheduled SM meetings
21. Help at special events
22. Develop innovative ideas to improve Dining Services
23. Other responsibilities delegated by management

Note: All Student Managers are required to return at least one week early each semester to prepare for opening. Any Manager requesting to return late must receive approval from the appropriate manager before the end of each semester.

Note: The Student Manager may be accountable for assigned shift responsibilities even if he/she does not actually work the shift.

DRESS CODE FOR STUDENT MANAGERS

- All employees are required to come to work in a clean neat uniform.
- Shoes may be tennis shoes but must be in clean and in good condition.
- Hair must be neatly combed. Long hair must be tied back, and all hair must be covered with a Murray State University cap, or with a hairnet.
- Long pants with no holes and not worn. Prefer SM to wear either black or khaki pants.
- No body piercing other than ears.
- Tattoos may be required to be covered.
- Visible name tag at all times.
- Clean apron if needed.
- SMILE