STUDENT SUPERVISOR JOB DESCRIPTION

ACCOUNTABILITY

The Student Supervisor (SS) reports directly to the Student Manager.

SCOPE

The SS is responsible for the training and supervision of student employees. The SS must demonstrate leadership, be goal oriented, and have initiative, good communication skills and knowledge of all Dining Services jobs. The main function of a SS is to supervise their respective shifts and ensure that student employees are performing duties properly and efficiently.

SPECIFIC RESPONSIBILITIES

SS will receive training for these responsibilities.

1.) Train, coordinate and oversee student employees
2.) Responsible for work areas under their supervision
3.) Monitor and keep records of student attendance reporting all absences and tardies to SM.
4.) Assist with the recruitment of new students to the departmental labor force
5.) Oversee student review process: evaluating student employees individually
6.) Enforce Dining Services policies and procedures
7.) Report all student employee issues in need of disciplinary action to Student Manager
8.) Responsible for all safety rules and their enforcement
9.) Have knowledge of all emergency procedures
10.) Have knowledge of all Dining Services positions and equipment used
11.) Maintain operational quality and standards
12.) Responsible for knowing the correct use and portion size of product
13.) Maintain high levels of sanitation, ServSafe certification training may be provided
14.) Have knowledge of all cleaning supply items and their proper use
15.) Maintain open lines of communication with all Dining Services staff
16.) Assist in development of employee and customer satisfaction
17.) Work a minimum of 12 hours per work week and maximum of 20 hours per week (may have to work some nights and weekends)
18.) Must be able to meet physical requirements (i.e. standing, lifting, stooping)
19.) Develop innovative ideas to improve Dining Services
20.) Other responsibilities delegated by management

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

General qualifications for SS include a minimum of a cumulative GPA of 2.5 and one 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.

DRESS CODE FOR STUDENT SUPERVISORS

- All employees are required to come to work in a clean neat uniform.
- Shoes must cover entire foot, 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.
- Shirts will be provided by Dining Services.
- Pants must come to the knee and be free of holes and not worn out.
- No body piercing other than ears.
- Tattoos may be required to be covered.
- Visible name tag at all times on lapel.
- Clean apron if needed.