Job Descriptions

General Service Staff
General Food Service Employee
Catering Event Staff

Student Management Staff
General Service Student Manager
Catering Student Manager
Student Driver
Student Operations Manager

Student Office Staff
Student Human Resources Manager
Graphic Designer
CBORD Data Entry Clerk
CBORD Production Support
CBORD Nutrition Specialist

To maintain any position with UWSP Dining & Summer Conferences, employees must:
• Be at least a part-time student (enrolled in at least six undergraduate or five graduate credits)
• Be in good academic standing (cumulative and semester GPAs of 2.0 or higher)
• Must satisfactorily complete orientation and all trainings for their position.
• Must successfully complete the Point to Food Safety examination and score at least an 80% within the first semester of employment. Employees will have three initial chances to receive a passing grade of 80%. If an 80% or higher is not achieved, the employee will go over the information in the Point to Food Safety exam with student management staff at their probationary evaluation.
• Must sign DSC Student Employment Handbook within two weeks of receiving it, and at the start of every semester.
• Upon completion of the eight-week probationary period, the full-time supervisor or student manager will conduct a performance evaluation resulting in the applicant’s continued employment or termination.
General Food Service Employee

Accountability: Report to the Student Manager, Student Operations Manager, and full-time supervisor for his/her unit.

Scope of Responsibility: A UWSP DSC general food service employee is responsible for all phases of food service on the UWSP campus. Setup, service, cashiering, and clean up all fall within the scope of this position, and each position will fluctuate depending on time of day and food service venue in which they work.

Specific duties:
- Take and give patrons quick and courteous service
- Prepare customer’s order using the proper recipe, portion and technique
- Follow proper cooking, storage, and food handling techniques
- Keep work area clean, safe, and orderly at all times
- Complete training on all pieces of equipment prior to use
- Know how to assemble, disassemble, and clean equipment
- Assist in all phases of set up, service, and clean up in operation as needed
- Accurately and efficiently tell and charge patrons for purchases
- Assure security of cash register
- Follow proper reporting procedures if theft is observed
- Ability to lift pans, weighing up to 40 pounds, between production area and carts
- Ability to bend, stoop, twist and lift up to 60 pounds when storing, stocking, and gathering prepared products and/or inventory items
- Ability to stand and walk on hard floors for extended hours
- Requires the safe and efficient use of food service equipment such as ovens, grills, food choppers and processors, steamers, slicers, etc., as well as understanding the proper way to clean food service equipment.
- Perform other duties as assigned

Qualifications:
- Freshman and International student employees must be able to work an average of 8 hours per week (16 hours on a time card).
- Student employees of a Sophomore status or higher (not including International students) must work an average of 10 hours per week (20 hours on a time card).
- Student employees are required to work a minimum of 4 weekend hours per pay period.
  Depending on the location they may include Friday, Saturday and Sunday.

Base Wage: $8.50/hour
Catering Event Staff

Accountability: The Catering Event Staff report to the Catering Student Manager, Catering Student Operations Manager, Assistant Catering Manager, and the full-time Catering Manager of UWSP DSC.

Scope of Responsibility: Serve as event staff at catered events, with hours during the academic year depending on the day and time events are reserved. Most hours will be nights and weekends with the possibility of some work during academic breaks and holidays.

Specific duties:
- Daily opening and closing procedures
- Knowing proper event staff protocol for serving customers
- Keep serving area clean
- Have the ability to handle stressful situations
- Attend weekly staff meetings as required
- Ability to lift pans, weighing up to 40 pounds between production area, carts, and service area
- Ability to bend, stoop, twist, and lift up to 60 pounds when storing, stocking, and gathering prepared products and/or inventory items
- Ability to stand and walk on hard floors for extended period of time
- Perform other duties as assigned

Qualifications:
- Must be able to work nights, weekends, academic breaks, and holidays.
- Must be able to work weekends during the semester, with some hours required during breaks
- Have at least one semester remaining at UWSP

Knowledge and Skills:
- Ability to lift pans, weighing up to 40 pounds, between production area and carts
- Ability to bend, stoop, twist, and lift up to 60 pounds when storing, stocking, and gather prepared products and/or inventory items
- Ability to stand and walk on hard floors for extended hours
- Requires the safe and efficient use of food service equipment such as ovens, grills, VCMs, food choppers and processors, steamers, slicers, etc., as well as understanding the proper way to clean food service equipment

Base Wage: $8.50/hour
Student Manager — General Service

(DUC Food Court, Receiving, Bakery, Lower @ Allen, Food for Thought Café, Homegrown Café, Common Ground Café)

Accountability: Reports to the full-time staff supervisor and Student Operations Managers in the respective UWSP Dining & Summer Conferences Unit.

Scope of Responsibility: Responsible for the smooth operation of UWSP DSC & Summer Conferences retail and dining units

Specific Duties:
- Lead and train UWSP Dining & Summer Conferences student staff in specific tasks: proper and attractive plating, cash handling, inventory, stocking, and/or customer service as needed
- Lead weekly student staff meetings
- Attend weekly meetings (Including student supervisor staff, unit meetings, one-on-one supervisor)
- Enforce DSC policies and rules to maintain a professional operation
- Ensure that all equipment is maintained properly and in a cost effective manner
- Participate in selection process when job openings occur within your unit
- Perform other duties as assigned

Qualifications:
- Must have previous work experience within the DSC
- Must be able to work a minimum of 15 hours per week during the academic year
- Must attend weekly Student Manager meetings at their location—this time is not included in the 15 hour minimum requirement
- Demonstrate leadership abilities, good interpersonal skills, excellent oral and communication skills, and develop listening skills

**In the event that a student manager resigns from their SM position, changes their mind, or wishes to return after they put in a resignation, they will be allowed to return as only a student worker. The employee may not return to the location where they were a student manager.

Base Wage: $9.50/hour
Student Manager — Catering

Accountability: The catering student manager reports to the Catering Student Operations Manager, Assistant Catering Manager, and Catering Manager.

Scope of Responsibility: A UWSP Dining & Summer Conferences Student Manager is responsible for the smooth operation of all personnel and operational aspects of the catering unit.

Specific Duties:
- Must complete a Responsible Beverage Serving Training session online and obtain a Bartending License within the first semester of employment
- Supervise and train UWSP Dining & Summer Conferences student staff in specific tasks: proper and attractive plating, cash handling, inventory, stocking, and/or customer service as needed
- Attend weekly meetings (including Student Supervisors staff, Unit meetings, one-on-one supervisory) as required
- Evaluate the work performance of each employee at least once per semester and enforce DSC policies and rules to maintain a professional operation
- Develop, revise, interpret, and implement all personnel policies for the unit using the guidelines set by the UWSP DSC Student Employment Program
- Ensure that all equipment is maintained properly and in a cost effective manner
- Perform other duties as assigned

Qualifications:
- Have at least two semesters remaining at UWSP
- Must meet State of Wisconsin requirements for driving state vehicles
- Must demonstrate leadership abilities, good interpersonal skills, excellent oral and written communication skills, and developed listening skills

Base Wage: $9.50/hour
**Student Driver**

**Accountability:** The student driver reports to the DUC Retail Management Staff.

**Scope of Responsibility:** The UWSP Dining & Summer Conferences Student Driver is responsible for the safe and quick delivery of products from DeBot, the DUC, and outside vendors as needed.

**Specific Duties:**
- Pick up and deliver product between UWSP Dining & Summer Conferences operations
- Pick up product from outside vendors
- Communicate with inventory control coordinators and student managers
- Safely operate a large state delivery vehicle
- Complete training on equipment prior to use
- Perform other duties as assigned

**Knowledge and Skills:**
- Ability to lift product weighing up to 50 pounds, between production area and truck
- Ability to bend, stoop, twist, and lift up to 75 pounds when storing, stocking and loading products and/or inventory items
- Ability to stand and walk on hard floors for extended hours
- Requires the safe and efficient use of a state vehicle

**Qualifications:**
- All applicants MUST be available to work 6:30 a.m.-9:30 a.m. Monday - Friday each week during the academic year, with possible hours over the break periods and during the summer session.
- All applicants must be of 18 years of age and must have possessed a drivers license for a minimum of two years.
- Must have the ability to drive a large delivery vehicle and must be approved to operate a state-owned vehicle.
- Applicants must have at least two semesters remaining at UWSP.

**Base Wage:** $9.50/hour
Student Operations Manager

(DUC Food Court, Lower @ Allen, Receiving, Bakery)

Accountability: The Student Operations Manager reports to the Unit Manager in the respective UWSP Dining & Summer Conferences unit

Scope of Responsibility: A UWSP Dining & Summer Conferences Student Operations Manager is responsible for the smooth operation of all financial, personnel, and operational aspects of their unit

Specific Duties:
- Supervise and train UWSP Dining & Summer Conferences student manager staff in specific tasks: proper and attractive plating, cash handling, inventory, stocking shift manager, and/or customer service as needed
- Regulate internal affairs of the unit in conjunction with the Unit Manager
- Provide structure and oversight for student manager work schedules
- Lead or participate in weekly student staff meetings
- Attend weekly meetings (including Student Supervisors staff, Unit meetings, one-on-one supervisory meetings)
- Evaluate the work performance of each student manager at least once per semester
- Enforce UWSP DSC policies and rules to maintain a professional operation
- Interpret and implement all policies for the unit using the guidelines set by the University DSC Employment program
- Provide final recommendations to unit manager for all new Student Managers hired in the unit.
- Manage the absence tracker recording system in conjunction with the Student Human Resource Managers
- Perform other duties as assigned, including the support of other units
- Must be able to work a varied work schedule with unstructured hours

Qualifications:
- Only student managers can be nominated for this position by unit managers with the approval of the Director and Executive Chef.
- Work a minimum of 15 hours per week during the academic year, in addition to some hours during breaks
- Have at least two semesters remaining with UWSP
- Demonstrate excellent leadership abilities, outstanding interpersonal skills, excellent oral and written communication skills, and developed listening skills

Base Wage: $10.50/hour
Student Human Resources Manager (SHRM)

(DUC Food Court, Lower @ Allen & Cafes, Onboarding)

Accountability: The SHRM reports to the Payroll Coordinator and Assistant Director of Business of UWSP DSC.

Scope of Responsibility: The SHRM is responsible for most human resource functions involving student employees: reviewing applications, interviewing, hiring, and payroll duties including verifying the student payroll for approximately 400+ students on a bi-weekly basis, and maintaining employee discipline records. This position acts as a liaison between the UWSP DSC student employees and the Campus Payroll Office and is responsible for initiating and maintaining all payroll and personnel records for University DSC student employees. This position requires a high degree of confidentiality and accuracy. This position is responsible for promoting the Student Employment Program for UWSP DSC.

Specific Duties:
- Review applications submitted, contact candidates for interviewing, interview candidates with the assistance of the SD and SMS
- Meet with all newly hired employees to complete and process personnel and payroll paperwork
- Complete hiring of student employees in the Quest system for academic year and summer terms
- Weekly to daily checks for exceptions in the HRS PeopleSoft system during each pay period
- Bi-weekly verification of student information and management approvals in the HRS PeopleSoft system before the end of each pay period
- Participate in a weekly meeting with the Assistant Director and SD
- Maintain personnel and computer files for current and past employee information
- Become familiar with the UWSP Dining & Summer Conferences Employment Program
- Assist the student director and UWSP DSC staff with special projects
- Attend at least 75%-80% of the Student Manager meetings at assigned locations during the semester.
- Interact with all UWSP Dining & Summer Conferences student employees and classified staff on a regular basis in an effort to promote positive work environments, gauge morale, address issues, and recognize positive work performance.
- Play an active role in promoting UWSP Dining & Summer Conferences with Freshman Orientation seminars through planning and attendance, as well as coordinating Resource Room programming
- Give a payroll presentation at employee orientations.
- Work with the graphic designer to update posters/brochures/communications/handbook
- Plan and organize student employee trainings and kick-off sessions as needed
- Prepare for and attend the Job Fairs during spring semester
- Other duties as assigned.

Qualifications:
- Maintain a minimum of 15-20 hours of work each week and scheduled office hours at least four days per week during the academic year, including working every other Sunday for approx. 4 hours
- Have at least two semesters remaining with UWSP
- Must be able to work with limited supervision, demonstrate a sense of teamwork, have excellent communication and interpersonal skills, demonstrate problem solving and research skills, focus on accuracy and organizational abilities, and preferably have some existing knowledge of UWSP employment operations and policies.
- Must have ample experience working with the Microsoft Office Suite (particularly Excel) and have a degree of professionalism.

Base Wage: $10.50/hour
Graphic Designer

Accountability: The Graphic Designers report to the Co-Director of Business Operations of DSC.

Scope of Responsibility: The Graphic Designer is responsible for developing and maintaining awareness of the UWSP DSC operations through text and graphic design projects. Well-developed written, graphic, and verbal communication skills are desirable, as well as a general knowledge of marketing and promotions principles. The primary emphasis will be to promote new and existing UWSP Dining & Summer Conferences revenue producing operations.

Specific Duties:
- Develop and/or maintain existing promotions for UWSP DSC.
- Work with the other graphic designer, students, administrative staff, and area managers to develop promotional signage.
- Ability to work in a fast-paced environment and meet strict deadlines.
- Take projects from the idea stage to production.
- Install promotions and signage in appropriate formats.
- Create signage, menus, and meal vouchers for UWSP DSC promotions events; update and make changes to existing signage often.
- Responsible for researching, branding, marketing, event planning, photography, and book submission(s) for annual NACUFS competition and be willing to take on heavier work loads and higher responsibility during this time.
- Work closely with the Student Marketing and Web Designer to update web pages as needed.
- Other duties/special projects as assigned by supervisors.

Specific Skills Needed:
- Must possess exceptional written, graphic, and verbal communication skills; the ability to work with minimal supervision; a general knowledge of marketing and promotion principles; and knowledge of printing and duplication operations.
- Experience with the Adobe Creative Suite including Photoshop, Illustrator, InDesign, Acrobat, and Bridge.
- Ability to set up files correctly for digital and print materials.

Qualifications:
- Maintain a minimum of 15-25 hours of work each week during the academic year; and preferably be available to work limited hours during the summer session.
- Must be at junior standing within the Graphic Design program at UWSP.
- Have at least four semesters remaining at UWSP.
- Must be able to work with very limited supervision and have a balanced knowledge of campus’s student employment operations and policies.

Base Wage: $9.50/hour
CBORD Data Entry Clerk

Accountability: The CBORD Production Support employee reports to the CBORD Operations Coordinator.

Scope of Responsibility: The CBORD Data Entry Clerk is responsible for assisting with entry of data into CBORD and helping the inventory control coordinator.

Specific Duties:
- Assist with entry of received invoices from suppliers
- Assist in entry of transfers between departments
- Assist in entry of new products and codes into CBORD
- Assist in manually entering new prices for products
- Assist in entering credit invoices from suppliers
- Train fellow student CBORD employees
- Other duties as assigned

Qualifications:
- The position is the first position in the student CBORD employee progression series
- Preference is given to students with dietetics, nutrition or health promotion majors or minors
- Must demonstrate great keyboarding skills, have a high attention to detail and accuracy, food service knowledge, good interpersonal skills, excellent oral and written communication skills, and developed listening skills
- Must possess the ability to work with very limited supervision.
- CBORD Data Clerk can work 15-30 hours per week during the academic year, and more during breaks

Wage starts at $9.50/hour
**CBORD Production Support**

**Accountability:** The CBORD Nutrition Specialist reports to the CBORD Operations Coordinator.

**Scope of Responsibility:** The CBORD Nutrition Specialist is responsible for assisting with service menu creation, recipe creation, creating key names and helping the inventory control coordinator.

**Specific Duties:**
- Service menus—create for all locations, forecast, enter actuals
- Create key names for vendor items
- Forecasting—work with area managers for forecasting needs
- Filter vendor products
- Recipe creation—test, edit, verify recipe yields, verify ingredient yields (shrink)
- Interview and train fellow student CBORD staff
- Other duties as assigned

**Qualifications:**
- This position is the second position in the student CBORD employee progression series. It requires complete mastery of the CBORD Data Entry Clerk position before being considered for this position
- Preference is given to students in dietetics, nutrition or health promotion majors or minors
- Must demonstrate great keyboarding skills, have a high attention to detail and accuracy, food service knowledge, good interpersonal skills, excellent oral and written communication skills, and developed listening skills
- Must possess the ability to work with very limited supervision
- CBORD Production Support can work 15-30 hours per week during the academic year, and more during breaks

**Wage starts at $10.00/hour**
**CBORD Nutrition Specialist (SOM)**

**Accountability:** The CBORD Nutrition Specialist reports to the CBORD Operations coordinator.

**Scope of Responsibility:** The CBORD Nutrition Specialist is responsible for the accuracy of nutritional information within UWSP DSC.

**Specific Duties:**
- Create nutrition labels for items in CBORD using USDA Nutrient Database and product nutrition labels
- Link created nutrition to items in CBORD
- Troubleshoot recipe and item nutrition inaccuracies
- Perform allergen identification and ingredient analysis—contact manufacturers and prime vendors to attain accurate information
- Work with the filter system to accurately identify gluten free, vegan, and vegetarian items
- Net Nutrition—linking of service menus, verify accuracy of information
- Cycle menu creation with collaboration from the Executive Chef and other culinary staff
- Special event menu creation with collaboration from the Executive Chef and other culinary staff
- Interview and train fellow student CBORD staff
- Other duties as assigned

**Qualifications:**
- This position is the 3rd position in the student CBORD employee progression series. It requires complete mastery of the CBORD data Entry Clerk position and the CBORD Production Support position before being considered for this position.
- Preference is given to students with dietetics, nutrition or health promotion majors or minors
- Must demonstrate great keyboarding skills, have a high attention to detail and accuracy, food service knowledge, good interpersonal skills, excellent oral and written communication skills, and developed listening skills
- Must possess the ability to work with very limited supervision
- CBORD Data Clerk can work 15-30 hours per week during the academic year, and more during breaks

**Wage starts at $10.50/hour**