Student Worker UO4003

Job Overview:

The Student Worker may work in a variety of locations and vocations around the school campus, including food service, facilities (cleaning), and offices (clerical/marketing) on client premises. This individual will work under the direct supervision of on-site management and will serve in a role as mutually agreed upon with management.

General Responsibilities:

- Understands and follows all policies and procedures.
- Executes assigned job duties for the agreed upon role, duties could include
- cooking and/or serving food, clerical work, or cleaning.
- Assists in daily operations and may work on special projects
- Assists in ensuring a safe working environment throughout the facility for all employees.
- Attends all necessary training, which may include allergy and foodborne illness in-service training.
- Complies with all Sodexo HACCP policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Complies with all company safety and risk management policies and procedures.
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

Job Qualifications:

Experience/Knowledge:

- High School diploma, GED or equivalent.
- Must be a current student at the school of the work location that Sodexo is partnering with

Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.

License/Qualifications

Certifications: ServSafe Certification preferred for food service roles.

General Qualifications:

- Maintains a positive attitude.
- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to work in a standing position for long periods of time (up to 8 hours).
- Ability to reach, bend, stoop, push and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally in an indoor setting; however, may supervise outside activities and events.
- Varying schedule to include evenings, holidays, weekends and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee_____ **Date**_____
Manager_____ **Date**_____