Student Supervisor
UO4011

Job Overview:

The Student Supervisor may work in any type of food location on client premises. This individual will work under the direct supervision of on-site management and will serve as the working lead for student employees engaged in food operations or services at facilities or locations in the areas of commercial, health care, schools, universities, or other establishments. The Student Supervisor is primarily located within the Universities segment. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

General Responsibilities:

- Understands and follows all policies and procedures.
- Assists in ensuring a safe working environment throughout the facility for all employees.
- Assists in monitoring employee productivity and provides suggestions for increased service or productivity.
- Responsible for the oversight of day-to-day activities of subordinates and assigns responsibility for specific work or functional activities as directed by on-site management.
- Assists in orientation and training of student employees.
- Performs day-to-day assignments in addition to supervision duties.
- Assists with evaluations and retraining of student staff, as necessary.
- Oversees student uniforms, timecards, work schedules and staffing.
- Attends all 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.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

Job Qualifications:
Experience/Knowledge:

- Must be registered as a student at the educational institution.
- Some previous work experience preferred.
- Knowledge of basic operation of equipment and cash-handling procedures preferred.

Skills/Aptitude:

- Must be able to coordinate the routine responsibilities of staff and resources.
- 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.
- Must be able to direct scheduled student employees and resources.
- Ability to use a computer.

License/Qualifications Certifications:

- If working in a food service operation, ServSafe Certification preferred.

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- 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 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**_____