

POSITION DESCRIPTION

POSITION TITLE: Student Lead

CLASSIFICATION: STDT 3

ORGANIZATIONAL UNIT: Housing•Dining•Hospitality Culinary and Market Services

DATE WRITTEN: Updated Dec. 2016

GENERAL DESCRIPTION OF POSITION

Student will work as a Lead Student Trainee: Under general supervision of Principal Food Service Supervisor, incumbents will learn to perform responsibilities for a section in the absence of the Principal Supervisor/Manager. Will learn to be responsible for controlling labor hours, merchandising and food products during his/her shift.

Duties include: Food preparation, food service, clean-up, and other restaurant tasks with an emphasis on customer service and fun. Employees will make sure every station is filled, calling people that are late, giving direction to new student employees and there to help the Supervisor or Manager.

JOB DUTIES

- Works as the lead person on a shift.
- Provides efficient and effective utilization of labor in absence of section supervisor.
- Assists in training programs of student employees.
- Conducts accurate performance evaluations for student employees in a timely manner.
- Makes policy decisions and resolve complaints, discrepancies, and personnel problems in absence of Principle Supervisor, subject to approval.
- Gives instructions and direction on serving techniques and procedures, portion control, sanitation and safety, dining room operations, and merchandising of product.
- Gives instructions and ensure compliance with sanitary and safety standards as required by Environment, Health and Safety guidelines and Public Health Codes.
- Analyzes emergency situations such as staff shortages, product failures, equipment failures and provided timely solutions to problems.
- Set leadership example by willingness to do all job tasks.
- Provides continuous inspections and evaluation of section on his/her shift to ensure products meet quality standards and are served with proper portion control.
- Implements merchandising procedures to enhance customer satisfaction as suggested by Principal Supervisor.
- Provides continuous inspection and evaluation of section to ensure products are presented in the most appealing way.
- Maintain service standards such as appearance, serving techniques, knowledge of products, customer awareness and public relations.
- Practices communication and coordination with management and other unit staff in a pleasant and cooperative manner.
- Provides a leadership role model by encouraging students to work as a team.
- Secures doors and windows according to instructions.
- Ensures that all work areas, storage areas and equipment is kept clean and sanitary at all times.

- Maintains good personal hygiene, wears clean, neat clothing, and sets example for student employees.
- Directs and coordinates the cleaning of tables and floors in the commons and service areas during his/her shift.
- Inspects vehicle for safety before utilizing and reports any necessary repairs to supervisor immediately.
- Cleans all vehicles inside and out once a week, more if needed.
- Accurately completes vehicle use forms.
- Operates vehicle in a safe and legal manner as stated in established procedures and California driving regulations.
- Always maintains security of vehicle.
- Arrives promptly, clocks in at scheduled time. Consistently meets attendance standards.
- In case of unavoidable absence, notifies office or supervisor before scheduled work shift.
- Takes meals and breaks in designated areas, when approved by supervisor, makes proper use of time clock. Clocks out and back in for meal breaks taken outside building.
- Consistently maintains good personal hygiene. Appearance is clean and neat.
- Knows and follows University policies.
- Responds to directions and corrections in a positive manner, accepts and readily performs other than routine job duties as requested.
- Does routine work without being directed.
- Maintains a clean, orderly, and organized work area.
- Ability to stand for long periods of time which may include outdoors for up to eight hours.

REQUIREMENTS

- Completed successful three (3) months of Student Lead Training to be moved to Level II.
- Must be eligible for student employment at UC San Diego: must pay UC San Diego Student Services Fees for each quarter of employment. Continuing students and spring quarter graduates must pay Spring Quarter Student Fees. New students or readmits for Fall quarter must pay Intent to Register Fees.
- Must communicate well with people.
- Is a customer service oriented individual who is not afraid to work in a fast paced food service environment.
- Must be flexible around your official Tritonlink class schedule.
- Must have a valid California State Driver's License and be willing to operate UC San Diego vehicles. Driver's record will be checked via DMV Employer Pull Notice Program at no cost to employee.

COMPENSATION:

\$ 16.50 /hour

Updated wage 1/1/2022