

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Concessions

Most Recently Updated 03/05/99

Position Title: Student Supervisor
Must work 15 hrs/wk.

I. Grade Level: 4

II. Description:

A. The following are the essential duties for a Student Supervisor in Seabury Concessions: Working during the season (second week of October to the last week in March, possibly first week in April):

1. Open and close the concessions stand in Seabury Center.
2. Arrive one-half hour before games to set up concessions
3. Inventory concessions supplies at start and end of each game.
4. Collect and record hours worked by other students in Concessions.
5. Collect money at the end of the day, count, record, and transmit it to Labor

Supervisor.

6. Clean up and guide others in cleaning up.
7. Follow and make sure others follow health laws relevant to food handling.
8. Attend and pass food service handlers 2-session class for certification.
9. Price food costs by phone: get price quotes.
10. Supervise other student workers: verify hours, make decisions to release workers not needed if work-flow is light.
11. Work *all* games unless advance prior agreement reached with Labor Supervisor.
12. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position:
None except those identified as essential above.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 4 positions: an understanding of relations between individuals, institutions, and processes; comprehension of job-related values, realities, and goals; a commitment to service; and the ability to articulate and interpret observations, experiences, and understanding.
- B.** Supervisory skills.
- C.** Food handling skills: diseases, temperature required for food served, food storage.
- D.** People skills.
- E.** Customer service skills.
- F.** How to handle self and others in an intense, stressful work environment demanding immediate decision making on occasion: only have 20-30 minutes in which to serve food at each game.
- G.** Time management skills.

IV. Basic Qualifications:

- A.** General: dependability, aggressive selling ability, flexibility in work demands, farsightedness, initiative-taking (kind of person who is always looking for work to be done), not easily flustered in a complex, demanding fast-paced situation, even temperament.
- B.** Skill: Good planning skills, math aptitude/ability to count, inventorying skills.
- C.** Physical: Mobility, ability to lift 50 pounds.
- D.** Academic: None.

V. Desirable Qualifications:

- a. Supervisory experience.
- b. Friendliness.

VI. Narrative Summary:

Student ran athletic games concessions stand, inventorying supplies before and after of each game; collecting, recording and transmitting revenues; supervising other workers in serving customers and cleaning up; serving customers; ensuring stand cleaned and cleaning stand; ensuring food-handling health laws followed. Student also collected timesheets from other workers, recorded hours worked, and updated price quotes for items sold.