**Food Aide 3 – Student Lead I**

Food Aide 3 – Student Lead I, under regular supervision, maintains day-to-day functions and operational standards in a specific location or shift. This position directs student employees in daily duties, communicates expectations, and monitors policies and procedures and reports concerns to classified staff. Position duties may include, but are not limited to:

* Making and serving beverages and espresso items.
* Assembling salads, sandwiches, and desserts.
* Transporting food, supplies, and equipment to and from kitchens, dining areas, storerooms and refrigerators.
* Providing catering services.
* Setting, clearing, and washing dining room tables, dishes, pots, pans and utensils.
* Scrubbing, mopping, and cleaning kitchen, dining, refrigeration, or warehouse areas.
* Operating standard kitchen appliances and equipment.
* Operating cash registers, collecting cash, and making change.
* Training and motivating other student employees.
* Communicates with person-in-charge (PIC).
* Directing other student employees; reporting concerns to classified staff (not responsible for hiring, discipline or leave approval).
* Administering orientation and training for student employees.
* Creating, monitoring, and maintaining student schedules and break periods.
* Maintaining Equipment and sanitation.
* Monitoring compliance of Dining Services policies and procedures.
* Performing other related duties as assigned or required.

This position will report to *insert department* and *insert title of supervisor/manager.*

This position will work a maximum of 19 hours per week based on availability. Dining services operate 7 days a week and typically have shifts from 6 am to midnight.

**Required Qualifications:**

Applicants must have at least one (1) year EWU food service work experience.

Applicants must maintain a student employee status.

Applicants must have or obtain valid Washington State Food Handlers Card (<https://www.foodworkercard.wa.gov/>)

Applicants must have demonstrated leadership skills, excellent customer service skills and a willingness to work hard and smart with a strong sense of urgency.

Applicants must be able to work with others at all levels, have a professional demeanor, excellent interpersonal skills, strong communication skills, and emotional intelligence.

Applicants must be able to manage conflict, collaborate and work effectively both independently and as a member of a team.

**Student employees are subject to EWU’s employment Policies and Procedures and the EWU Student Code of Conduct. As a student employee, you are expected to adhere to both. Please be advised that violations of the EWU Student Code of Conduct may affect your employment on campus, even if the conduct occurs beyond the scope of your job responsibilities.**

**All new employees must comply with EWU immunization Policy 602-02 and provide proof of immunity or vaccination to MMR and proof they are fully vaccinated before beginning work at EWU. Waivers for the immunization requirements are available for medical or sincerely held religious beliefs.**

**This position, during the course of university employment will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults or children under the age of 16. The offer of employment is contingent upon successful completion and passing of a background check prior to beginning employment.**

**Salary Range A-2**