

Work Study Job Description

University of Montana Western
710 S Atlantic St Dillon MT 59725

Department: Dining Services

Department Director: Tara Jones

Classification/Name of Position: Food Service Employee

Student Supervisor: Tara Jones

Office/Location: Basement of Mathews
Hall/Dining Service

Email Address: tara.jones@umwestern.edu

Phone: 406-683-7228 (office)
406-381-3591 (cell)

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

- Excellent customer service skills
- Close attention to detail
- Hard work ethic
- Timeliness
- Good commutation skills
- Positive attitude
- Willingness to learn
- Awareness of food safety
- Personal cleanliness
- Ability to lift up to 40 pounds

Purpose/Role of the position:

- The purpose of this position is to work as a team to support the dining service for meals served to students, faculty, staff, and guests.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

- Any and all tasks related to food service including:
 - Washing dishes
 - Preparing food
 - Serving food
 - Cashiering
 - Wiping tables, sweeping or vacuuming floors, mopping floors, cleaning surfaces
 - Taking out trash
 - Folding laundry
 - Custodial tasks
 - Receiving deliveries

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.