

Dallas International University

DIU Campus Hospitality

Job Description

Description:

Responsible for all aspects of gathering and setting out coffee and available snacks in a casual, student cafe setting, maintaining a clean and welcoming atmosphere.

Authority:

This position is supervised by the Vice President of Operations.

Responsibilities:

- Takes responsibility for daily set-up of available food and coffee for students, faculty, and staff.
- Provides birthday refreshments for monthly meeting.
- Assists with refreshments for social events such as commencement, farewells, and others as needed.
- Prepares food, keeping area clean.
- Notifies admin office of supplies needed, stores supplies, and picks up donated items.
- May be assigned to specific duties, such as preparation of salads.
- May have more than one area of responsibility.
- May assist with preparations and service for special functions, such as buffet lunches, or picnics.
- May assist in determining menus, food variety, and quantity.

Experience

Food preparation experience helpful.

Skills

Willingness to serve. Interest in food service area.

Training and Orientation

Members will complete the normal training and orientation programs. STMs will be given an individualized training and orientation program.