

Cornell College

Student Employment Job Description

Date: October 27, 2009

Job Title: Late Night Pizza Delivery

Work times: Generally between 9:30pm-1:30am
- four nights each week (blocks 3-7)

Wage: \$7.50/hour

Departments: Residence Life and Sodexo Food Service

Division: Student Affairs

Reports To: Manager, Sodexo Dining Services

Position Summary:

Operate on-campus pizza delivery program from the Commons.

Principal Duties and Responsibilities - (Essential functions of the position):

1. Opens and closes the operation
2. Takes pizza orders over phone and enters student identification numbers into computer.
3. Operates pizza oven to prepare pizzas.
4. Walks to deliver pizzas to on-campus locations.
5. Cleans equipment after use and conducts inventory update at end of each shift.
6. Other duties as assigned.

Qualifications:

Must be eligible for FEDERAL WORK STUDY funds.

Work Relationships:

Reports directly to the Manager, Sodexo Dining Services. Regular contact with students in a consumer-role; some contact with faculty and staff as consumers.

Skills, Knowledge, and Abilities:

Basic customer service skills. Ability to take order and deliver food in least amount of time possible. Capable of acting with authority and sound judgment in regard to using equipment, handling confidential information, and working without supervision present. Skills in oral and written communication. Basic computer skills, including e-mail. Driver's license required (if operating vehicle).

Physical Working Conditions:

The work is varied, with some sitting, some standing, some lifting, and some walking around. All requirements are subject to change over time, with possible modifications made to reasonable accommodate individuals with a disability.