

## POSITION PROFILE

**Title: Student Manager: Rate of pay \$8.00/hr plus meal benefits**

**Location: Cornell Commons/Sodexo Dining Hall**

**Position Summary:** *Describe the positions purpose and overall role in the organization. Identify major job objectives and initiatives.*

- Serves as working lead for student staff
- Assists in training, orienting, and leading student staff
- Assists with evaluations and retraining as necessary
- Oversees student uniforms, time cards, work schedules and staffing
- Enforces sanitation and housekeeping procedures as well as safety standards and accident procedures.

**Typical Knowledge and Skills:** *Identify the qualifications to competently perform the job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.*

Applies basic skills and may develop advanced skills using tools and equipment appropriate for the position. Ability to effectively communicate and receive information in a manner easily understood by fellow employees.

### Typical Requirement

- Education or Equivalent:
- Supervisor/Managerial Experience: None
- Function Specific Experience: Some previous experience preferred. Knowledge of basic operation of equipment and cash handling procedures preferred.
- Certification Requirements: None.

**Supervision:** *Identify the level of supervision received and provided.*

**Supervision Received:** Works under direct supervision of catering manager and follows standard procedures and written instructions to accomplish assigned tasks.

**Supervision Provided:** Leads lower level student employees by assisting in their training and orientation.

**Working Conditions:** *Describe the physical environment in which the job works and any special physical qualifications required (safety hazards, visual/hearing acuity or unusual conditions).*

Work is performed in an area that is adequately lighted and ventilated.

**Physical Demands:** Specific physical characteristics and abilities are required to perform the work, such as agility, dexterity, and long periods of walking, standing, bending, carrying or lifting supplies and equipment weighing 30 pounds or more.