



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Student Caterers/Servers

Classification: Non-exempt

Reports To: Director of Hospitality; under supervision of Catering Supervisor

Job Summary/Objective: Responsible for the set-up, execution, and clean-up of functions in accordance with Parkhurst's catering manual. Preference given to federal work-study students.

Position Type/Expected Work Hours:

- Training the week of 9/10/2017 for serving inauguration dinner on 9/22/17
- 16 open positions
- Possibility for on-call scheduling for future catering events

Supervisory Responsibilities:

None

Essential Responsibilities:

1. Serve and interact with our guests in a friendly, professional manner.
2. Follow all service procedures according to Parkhurst's catering manual.
3. Follow all event sheets, diagrams, pull sheets and timelines to successfully complete events.
4. Pick up equipment, supplies and food at the completion of an event in a timely manner.
5. Ensure all rented items are separated for vendor pick-up.
6. Clean, stock and organize all catering equipment and supplies, including the stockroom.
7. Follow cleaning schedule as provided by management, using "clean as you go" techniques.
8. Maintain an open line of communication with management, informing them of products and supplies needed.

9. Follow the uniform dress code and maintain proper personal hygiene.
10. Follow all Parkhurst *Hospitality Gold Standards*. Uses *Smile Plus* hospitality imperatives.
11. Assist fellow team members at every opportunity.
12. Perform any other duties as assigned by management.

Required Qualifications:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred Qualifications:

- None

Work Environment

Indoor and outdoor work in varying work conditions.

Physical Demands:

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing and/or walking - 100% of time.
- Occasionally lifting up to 50 lbs.
- Frequently lifting up to 25 lbs.

Travel:

On campus to varying buildings requiring service or to retrieve food/service tools.

Deadline for Submission: September 11, 2017

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: Please submit a cover letter, résumé, two professional references and your course schedule to Cathy Mays at cdmays@sbc.edu. Students will interview with the Director of Hospitality and Parkhurst leadership.