Catering Student Assistant

Catering Student Assistant roles and responsibilities:

**Position Details:**
Will work as a part time assistant to the Catering Department located in San Jacinto Hall. Daily tasks will be determined by the needs of department.

**Catering responsibilities:**
- Will be trained on the current billing and invoicing procedures
- Responsible for creating, filing, and sending completed invoices to necessary locations
- Will work with clients to get account and other billing information
- Responsible for filling out sales report spreadsheet to keep track of all sales and missing invoices
- Will report weekly numbers to Supervisors as necessary
- Will need to learn and operate SharePoint, Excel invoicing system, and Outlook
- Become familiar with Catering menu items and pricing structure
- Answer general questions about Catering via email and telephone for potential and current clients
- Will assist in other non-administrative tasks as deemed necessary by the department/Supervisor
- Needs to be able to lift 20 lbs (furniture, boxes, catering items etc)

**Required Qualifications:**  Work study

**Workday and times:** Monday - Friday 8am - 5pm, with some evening and weekends

Hourly wage: 8.75

**Direct Supervisors:**
- Colin Scott (Catering Supervisor) and Andrew Hunt (Catering Assistant)