

## **Work Study Job Description**

University of Montana Western  
710 S Atlantic St. Dillon MT 59725

**Department:** Dining Services

**Department Head:** Tara Jones

**Classification/Name of Position:** Food Service Employee

**Student's Supervisor:** Tara Jones

**Office/Location:** Dining Hall

**Email Address:** tara.jones@umwestern.edu

**Phone:** 406.683.7228

**Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:**

- Excellent customer service skills
- Positive attitude
- Willingness to learn
- Practice cleanliness
- Practice timeliness
- Have the ability to lift up to 40 lbs.

**Purpose/Role of the position:**

The purpose of this position is to work as a team to support the dining hall for students, faculty, staff and guests.

**Duties/Responsibilities of the position & how they relate to the purpose/goal:**

- Any and all tasks related to food service including:
  - Washing dishes
  - Food preparation
  - Serving
  - Cashiering
  - Cleaning or custodial services

**The Financial Aid Office will submit evaluations to each department prior to the end of each semester.**