



Federal Work-Study Position

Salary: \$13 per hour
Location: Cafeteria
Job Type: Federal Work-Study/Part-time
Department: Auxiliary Services
Opening Date: 8/1/2023

General Job Description

The Café Assistant position is part of the Auxiliary Services Department. This position requires both front of the line food service and back-office skills and abilities. PTCA will work to meet the goals of the department and Armadillo Café. PTCA should have a people first attitude, as the position will work to deliver "Radical Hospitality" and serve customers in a fast-paced environment. The PTCA should be able to prioritize tasks, learn quickly, and work as part of a team. The PTCA should also be self-motivated, able to complete tasks without supervision and follow oral or written instructions accurately.

Duties

- ⚙ Provide excellent customer service during all interactions and be an example of "Radical Hospitality" to customers and coworkers.
- ⚙ Operate under college and Armadillo Café policies and procedures.
- ⚙ Help train, maintain, and ensure policies and procedures are being followed by all employees in conjunction or absence of the CFSM.
- ⚙ Perform opening and closing duties unsupervised.
- ⚙ Assist with record keeping, account reconciliation, daily cash analysis and other office duties.
- ⚙ Assist in ordering, receiving, stocking, and merchandizing products upon delivery.
- ⚙ Follow café food preparation standards and recipes set by the CFSM.
- ⚙ Work to ensure orders are taken and filled correctly, efficiently, and consistently to maintain a quality food product and presentation.
- ⚙ Assist in maintaining procedures that ensure cleanliness and organization of all areas of the café.
- ⚙ Complete all tasks under the guidelines of Health Department standards for food handling and cleaning in the café. Help ensure coworkers are following/enforce these guidelines.
- ⚙ Work flexible schedule during other's vacation-sick time, staffing vacancies, registrations, or inventory.

Required and Preferred Qualifications

- ✓ Admitted to a degree or diploma program.
- ✓ Meet the Satisfactory Academic Progress requirements for Federal Student Aid
 - Earn and maintain a cumulative GPA of at least 2.0.
 - Earn and maintain a cumulative completion rate of 67%
 - Complete your program of study within 150% of the published length of the program.
- ✓ Complete and submit a Federal Work-Study Application to the Office of Financial Aid and Veterans Affairs
- ✓ Pass a background check that is utilized by Randolph Community College when hiring all employees.

While the Federal Work-Study program has no specific enrollment level requirements, Randolph Community College gives priority to students enrolled in at least six credit hours each semester.

Agency | Randolph Community College
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Phone | 336-633-0256
Website | www.randolph.edu/rcc-jobs.html