



# Brockway Student Manager Job Description

Brockport Auxiliary Service Corporation at the State University of New York College at Brockport is recruiting for the following position and invites applications from interested individuals.

<b>Job Title:</b> Student Manager (3)	<b>Reports to:</b> Unit Manager / Assistant Manager
<b>Unit:</b> Brockway <b>Work Type:</b> Part Time, Regular, Fall, Spring, On-Campus	<b>Schedule:</b> Range of hours (flexible schedule a must)

**Position Description**

To perform duties for Unit that ensures a high quality product and excellent customer service. To assist Unit Manager

**Work Performed**

- Performs set-up, tear down and serving function at various events.
- Performs various food preparation functions as needed.
- Assists in ensuring that safety and sanitation procedures are followed.
- Provides support in organizing, coordinating and administering job tasks.
- Helps supervise student employees on an assigned job.
- Performs other duties as assigned.

**Job Specifications**

- Dependability
- Punctuality
- Neat, clean appearance
- Good physical condition
- Ability to lift a minimum of 30 pound on a regular basis.
- Possesses good judgment skills and interacts in a professional manner.
- Ability to get along well with others.
- Ability to operate appropriate equipment.
- A solid understanding of NYS health and safety regulations.
- Knowledge of BASC rules and regulations.
- Good customer relation skills.

**Qualifications:**

- Must have worked a minimum of 160 hours for BASC (if student has similar experience) BASC's Executive Director may make an exception.
- Familiarity with the safeguards necessary when handling cash.
- Minimum of a satisfactory rating on performance evaluation

**Date Posted:** 2/26/10

Applications will continue to be accepted until the position is filled.

**Salary Grade:** \$8.25 per hour

**Apply to:**

BASC at The College at Brockport  
Human Resource Office – Brockway Hall  
350 New Campus Drive  
Brockport, NY 14420

**Electronic submissions may be sent to:**

bascjobs@brockport.edu

\*Attachments must be in Microsoft Word, rich text format, or PDF file.

**For more information please contact the unit location at Brockway 395-2411**

11/2006