



Harrison Student Manager Job Description

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

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| Job Title: Student Manager | Reports to: Unit Manager / Assistant Manager |
| Unit: Harrison Work Type: Part Time, Regular, Fall, Spring, On-Campus | Schedule: 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: 4/11/2008

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

Salary Grade: \$8.25 per hour

Apply to:

BASC at SUNY 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.

Contact Information:

Phone: (585) 395-2752

Fax: (585) 395-5777