Student Activities Facilities

ND Cake Service Attendant
U99585 AC Code: 11125 Pay Rate: $7.75

Job Description

Student Activities hires responsible and highly-motivated students to work in the various areas of its department. Because students act as representatives of the office and the University to other members of the Notre Dame family and campus visitors, it is required that all staff members be customer-service oriented and team players. In particular, we seek students who best exemplify our core values of service, relationships, and continual improvement.

Responsibilities:

- Responsible for the delivery of cakes, balloons and other similar items to students living on-campus through the use of a golf cart.
- Processing orders through the credit card terminal within the university’s compliance requirements.
- Maintain upkeep of delivery cart – clean it out, charge it, report any problems or damage to supervisor.
- Return completed delivery sheets to cake service office and report any delivery problems to supervisor.
- Provide customer service to parents and students while being able to troubleshoot any issues within the appropriate manner.
- Assist with monthly mailings.
- Manage inventory of Cake Service supplies.
- Receive and fulfill Cake Orders from customers over the phone.
- Conduct assessments based on customer satisfaction and recorded data.
- Attend mandatory bi-weekly team meetings.
- Other responsibilities as assigned.

Expectations & Skills:

- Requires communication, both written and orally, with parents, students, and supervisors.
- Ability to prioritize, multi-task and pay close attention to detail.

Hours:

Operates Monday through Saturday. Flexible afternoon shifts (must be able to work between 1PM-6PM). Will be required to work at least 1 Night Manager Weekend Shift a semester. 3-4 positions available. $7.75 per hour