OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Student Assistant
Department Name	UWMC Retail Operations
Job Location	UWMC
Pay Rate	$9.35 - $11.00
Employment Period	Summer, Academic Year
Hours Per Week	Up to 40 hrs/wk, 19 hrs/wk
Contact Supervisor	Tracy Love
Phone Number	
Email Address	tllove@uw.edu
Website	
Box Number	356144

Nature of Organization

The University of Washington Medical Center Retail Operations is a not-for-profit organization operating within the Unversity of Washington Medical Center. We are a charitable organization. Our proceeds support patient care, education and wellness programs for patients and their families. We also provide financial support to departments within the University of Washington Medical Center through the Service League Grants Program. To raise funds for these programs, we operate a high volume gift shop, three espresso bars, and tea-room in a busy medical facility, providing products and services to over 3000 customers per day. Our customers include faculty, staff, volunteers, patients and their families. We rely on student staff members to help us achieve our service and financial goals.

Duties and Responsibilities

~The Student Assistant for the UWMC Service League Retail Operations will perform routine work in the daily operations of the gift shop or espresso bars including customer service, accurate cash handling, preparing and serving beverage or food items, cleaning and stocking activities. Provide excellent customer service and assist customers with sales. ~Maintain sanitary conditions of a food service operation. ~Obtain and keep current in all mandatory training, permits, and licenses. ~Accurately perform cash handling duties. ~Orient new employees in the preparation of espresso beverages and food items, pricing merchandise, cleaning and stocking duties, and departmental procedures. Perform all other related duties as required. Requires lifting of 30 lbs.

Minimum Qualifications

Requirements: Excellent customer service skills. Excellent attendance. Ability to interact with a diverse customer base. Must obtain a food handler's permit. Must wear uniform. Desired: Retail or espresso experience is helpful. Conditions of Employment: Provide excellent,respectful customer service to a diverse customer base, in a medical setting. Maintain compliance with UW Medical Center, departmental, State, and Federal regulations.
Educational Benefits
We are very used to working with a students' schedule. For students contemplating a medical path, this position provides great exposure to patients and medical staff. This is the perfect environment to develop or deepen your communication, team and accountability skills.
How to Apply
Please submit resume and commitment schedule via email to: tllove@uw.edu

Job Number: UWGS01 | Job Class: 0875 | Category: Science & Health | 51% Comp. To Classified: y | Program: Federal