



## UNIVERSITY CENTER OF LAKE COUNTY

### Student Café Support Staff

The Student Café Support Staff plays a vital role in fostering a welcoming and supportive environment at the University Center. In this position, you will help operate a campus café that serves students, faculty, and staff—preparing food and beverages, maintaining a clean and safe space, and providing friendly, attentive service. We are looking for individuals who enjoy being part of a collaborative team, take pride in their work, and appreciate a positive workplace culture. A flexible schedule is essential to support peak hours, campus events, and academic activities.

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#### Essential Duties and Responsibilities

- Prepare and serve food and beverages according to the menu and service standards
  - Operate café equipment (e.g., coffee machine, fryer, grill, refrigerator) safely and efficiently
  - Maintain cleanliness and sanitation in food prep, serving, and dining areas
  - Restock inventory and assist in supply ordering as needed
  - Handle cash and electronic transactions accurately; reconcile daily sales
  - Open and close the café in accordance with University Center policies and safety protocols
  - Comply with all health department and food safety regulations
  - Provide a friendly, student-focused experience for café patrons
  - Collaborate on promotional ideas and menu updates to reflect student/staff preferences
  - Perform other related duties as assigned
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#### Qualifications and Requirements

- Prior experience in food service or café operations is preferred but not required.
- Must be at least 18 years of age at the time of employment.
- Excellent interpersonal and customer service skills
- Positive attitude and commitment to a welcoming café atmosphere
- Ability to stand and bend for extended periods, and occasionally lift up to 25 lbs.
- Reliable, punctual, and able to work independently
- Commitment to a clean, safe, and inclusive environment
- Flexibility to work varied shifts based on campus café needs

Hourly Pay: \$16.00~18.00 per hour

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#### Application Instructions

Interested candidates should submit a resume and brief statement of interest to Roland Gozun, Director of Business and Finance, at [rgozun@ucenter.org](mailto:rgozun@ucenter.org). Applications will be reviewed on a rolling basis until the position is filled.