

# Eastern University Dining Services

## Job Description: Office Assistant

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**Employment Period:** One year

**Start Date:** Preferably in early August.

**Hours:** 5-10 hours per week.

**Incentive:** Great starting pay (\$8.85, without previous Sodexo experience. See Hiring Manager if you have previous Sodexo experience). Enjoy the convenience of working right on campus. Enjoy free meals while working on campus

**Note:** This is a task-oriented position, not a food handling position. It requires professional dress. Schedule will be mostly constant, but may vary during school vacations. The person working this positions may have the option of working more hours in food-handling positions.

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### General Position Overview:

The Office Assistant is responsible for assisting the management team in various office tasks. These include:

- Student payroll: Making timecards, processing timecards at the end of the week. Submitting payroll.
  - Updating nutritional info.
  - Updating online menus for the Dining Commons.
  - Filing, organizing, and other office jobs as needed.
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### Qualifications:

#### Initiative

- Sees what needs to be done. Looks for opportunities to improve, consistently follows through to completion of tasks and assignments.

#### Standards of Performance

- Sets high standards and goals for self and campus dining.

#### Interpersonal & Communication Skills

- Works well with management team & supervisors to accomplish marketing goals and enthusiastic communication of ideas, goals, and skills.
- Writing skills should be at a collegiate level.
- Able to communicate across scheduling boundaries.

#### Responsibility

- Accepts work experiences (failures and successes) as times to grow and learn; is accountable for performances and employees; consistent follow through with constructive comments to employees, managers, and peers.

#### Strong Organization

- Pays attention to detail when working; organizes work into designated folder upon completion.
- Able to prioritize time to accomplish multiple tasks simultaneously. This is a task-oriented position.

#### Pride/Integrity

- Cares about quality of work; honest to staff and manager; demonstrates care and concern for employees; operates effectively and fairly; shows respect for self, employees, manager, peers, customers, etc.

#### Technological Savvy

- Contains basic knowledge of the following programs: Microsoft Office Professional (Word, Excel, PowerPoint, and Publisher), and Adobe Contribute.
  - Using e-mail for business communications.
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## Organization Profiles

### Eastern University Dining Services

Eastern University Dining Services is committed to providing fresh, delicious and nutritious meals that reflect current culinary trends and cuisine from around the world. We recognize our consumers are demanding healthier choices with fresher, higher quality ingredients. Eastern University Dining Services is committed to constantly improving our offerings and services. Eastern University Dining Services is proudly managed by Sodexo.

**Sodexo, Inc.**

Sodexo, Inc. is the leading provider of integrated food and facilities management services in the U.S., Canada, and Mexico. We set out each morning to treat every person we encounter with the highest level of respect and service. And when you put that effort, expertise, and enthusiasm together, it adds up to “a better day” for our clients, their customers, and our people.

**The numbers behind a better day.**

- 6,000 clients served in the U.S., Canada, and Mexico
- 10 million customers served every day
- 700 facilities management sites
- 9.3 million meals served every day
- 120,000 employees in North America
- 7.3 billion (USD) in annual revenue (Fiscal Year 2007)

**Rankings and awards.**

- #1 ranked company 2007 Global Outsourcing 100 (services category)
- #4 ranked overall among Global Outsourcing companies
- Top 50 Companies for Diversity (#12) – Diversity Inc
- 50 Best Companies for Latinas to Work for in the U.S., 2007 - LATINA Style magazine
- Top Companies for African Americans (#9), 2007 – Diversity Inc
- Top 20 Best Corporations for Asian Pacific Americans, 2006 - Asian Enterprise magazine