



College of Culinary Arts
of ECPI University

Hospitality Support Services Student Staffer Overview

What is better than starting your college career with a job?! Culinary Institute of Virginia (CIV) students are eligible to join our Hospitality Support Services (HSS) program, as early as their first day of school.

The HSS program offers CIV students short-term temporary assignments in front and back-of-house roles through partnerships with local restaurants, entertainment venues, educational facilities, and other food service programs. These roles could include, but are not limited to, banquet server, cook, concession, banquet setup, line server and dishwasher, all which provide valuable experience in the culinary field.

Who is eligible to become a Student Staffer?

Any actively enrolled student in good academic standing at CIV, or CIV program graduate. All applicants will be required to complete a background check. Some events may require that participating Student Staffers also pass a drug test.

What are the benefits of signing up as a Student Staffer?

Get paid, industry experience in a variety of hospitality operations, working with Executive Chefs and Managers who may one day hire you as an extern or full time employee. Did we mention you get paid?

How long are the jobs?

We anticipate most jobs will be one day assignments to assist with an event.

I'm new to the area and don't know my way around, or I don't have my own transportation.

Transportation will be provided by Team Leaders using a University vehicle to some events, so do not let this be an obstacle to applying!

Did you say Team Leader? Who is that, and how do I become one?

The Team Leader is an experienced CIV student or graduate, and will be the supervisor at each event. Becoming a Team Leader means more responsibility, more frequent assignments, and higher pay!

So this is a temp job?

Yes, the Hospitality Support Services program is set-up similarly to a staffing agency. This provides our students with the opportunity to work as temporary personnel for our industry partners to support special events. Many of these industry partners have hired CIV students, externs, and graduates in the past. Unlike a traditional temporary staffing service, we encourage our clients to directly hire our staffers!

How much will I be paid?

Student Staffers are paid \$10 an hour!

How often will I get assignments?

That is going to depend largely on the needs of our clients and your performance as a student staffer.



Hospitality Support Services Student Staffer - Job Description

Culinary Institute of Virginia (CIV), College of Culinary Arts of ECPI University, is seeking positive and passionate students interested in gaining paid, industry experience in a variety of hospitality operations. Duties will vary based on client needs, and could include both front and back of house assignments. These individuals will serve as representatives of CIV and expected to must comport themselves in polished and professional manner at all times. Additional work assignments will be based on previous performance.

Reports to:

- Hospitality Support Services Team Leader

Responsibilities:

- Staffers may be requested to fill various positions, including, but not limited to, banquet server, cook, concession, banquet setup, line server, or dishwasher.
- Set up for events by putting out linens and decorations, arrange place settings, set up buffets, and fill water glasses.
- Carry plates of food on trays while serving guests.
- Prepare menu items and prepped ingredients, adhering to standardized recipes and MOPs for each individual work site.
- Take orders and deliver all meals and drinks in a timely fashion.
- Remove dishes and glasses to kitchen for cleaning.
- Seat guests according to venue layout.
- Maintain high standards of safety and cleanliness, and adhere to all grooming and appearance standards.
- Additional responsibilities will be assigned based on individual client and event needs.

Education and Experience:

- Actively enrolled student in good academic standing at CIV.
- CIV program graduate.

Skills and Abilities:

- Ability to work and satisfy a diverse customer base
- Ability to work through stressful operational situations while maintaining a positive attitude
- Excellent oral and written communication skills
- Must be able to lift 50 pounds regularly
- All staffers must provide their own uniform consisting of:
 - Front-of-House Roles: Black pants, white button down shirt, tie, black socks, and black shoes. All clothing items must be cleaned and pressed.
 - Back-of-House Roles: CIV issued chef jacket, checkered kitchen pants, white socks, and black closed-toed, non-slip shoes.