

JOB DESCRIPTION

Phoenix Club Specialist

Position Information

Description: Phoenix Club Specialist - Delivery drivers are responsible for taking food orders from the Green Bay Grill and Phoenix Club to customers around campus in residential buildings using the University's eVehicle. Between orders, they also help with cleaning and stocking in the Phoenix Club, taking out trash, washing dishes, or other duties as needed.

Supervisor: Operations and Events Coordinator

Pay Rate: \$12.25 hour

Time Commitment: Delivery is available during the below hours; drivers should expect to arrive shortly before these times and be available to take orders placed up to the ending times:

- Monday - Friday 11:00 AM - 1:00 PM, 4:00 PM - 6:00 PM & 8:00 PM - 11:00 PM
- Saturday & Sunday 4:00 PM - 6:00 PM & 8:00 PM - 11:00 PM

Responsibilities

Collect orders placed at both the Green Bay Grill and Phoenix Club and take them to customers in residential buildings in a careful and timely manner.

- Ensure that orders are delivered in the order they were received, and route deliveries in ways that maximize efficiency.
- Assist Phoenix Club staff in a support role, including cleaning, stocking, and occasionally taking orders at the register.
- Flexibility to swap shifts with co-workers.
- Ability to work additional hours during special events/times.
- Complete other duties as assigned.

Qualifications

Drivers must hold a valid driver's license and be willing to pass training using the University's electronic delivery vehicle.

Delivery drivers must be energetic, have excellent communication and time management skills, and be comfortable working in a fast-paced environment.

Candidates should be comfortable taking initiative to find additional tasks to do during slower times, and be flexible to pivot between cleaning and delivery as needed.

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