

EMPLOYMENT OPPORTUNITIES WITH DINING SERVICES

Dining Services operates three kitchens on campus during the school year. One is in the Student Union and two are in the residence halls.

Dining Services Calendar

The Union operates seven days per week during the school year, serving cafeteria meals in Jester's, deli and snacks in the Roundtable and catered meals in this building and at other locations on campus. The residence halls operate five or six days per week, serving cafeteria meals.

Employees in those units are also scheduled to work at some catered events throughout the year. Schedules are posted each Wednesday for the following week and include some evening and weekend shifts.

During the summer, employees have choices for employment. Dining Services operates only one kitchen – to serve summer conference groups. Employees may be assigned to work in that kitchen or they may request an assignment with Physical Plant Services (painting or grounds maintenance) or they may request a leave of absence for most of the summer.

During the Christmas recess and spring break, work is sometimes available with Physical Plant Services. Vacation can also be taken when Dining Services is not in operation.

Job Classifications

Full Time Scheduled up to 40 hours per week – averaging approximately 36 hours. Leave time benefits paid (vacation, sick time, personal time, holiday pay) Medical insurance available on a co-pay basis

Part Time Scheduled up to 29 hours per week – averaging approximately 36 hours. Leave time benefits paid (vacation, sick time, personal time, holiday pay)

Part Time Substitute Scheduled Less than 20 hours per weeks (no other benefits available)

Benefits

Flexible Schedule At VU, part-time employees are scheduled less than 30 hours per week (usually 28 or 29 hours) during the school year. Full time employees may take part in the university hospitalization program. All employees qualify for prorated vacation, sick days and personal days, based on hours worked.

Tuition Remission The university offers tuition remission for qualified employees, dependants and spouses. It is important to discuss specific details of this benefit with the Human Resource staff to gain a full understanding of the program.

Applications, Openings, and Questions

To find out more about current job openings, learn how you can apply, or if you have any other questions regarding jobs with Dining Services, please feel free to call us at 219-464-5016.

IMPORTANT STUDENT TAX INFORMATION

Before you can begin working you must complete the required tax paper work. Students may do this in the meal plan office in the Student Union (Monday – Friday 8:30 AM – 5:00 PM). Non-students should do so during normal business hours at Human Resources in Kretzman Hall.

International Students must go to the International office in Meyer.

REQUIRED IDENTIFICATION DOCUMENTS:

Proper identification as listed on the attached “List of Acceptable Identification Documents” must be provided. Please note that you need either a document from “list A” OR one document from “list B” plus one document from “list C”.

NOTE: Social security cards & birth certificates cannot be copies or faxes.

PROOF OF BANKING:

For direct deposit you must provide banking information. You may bring a check OR an official document from your bank that states your name, account # and the bank routing number. NOTE: A deposit slip is not acceptable.

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