Team Lead – Food Services  
Part – Time

***This job is located at IUPUC in Columbus, Indiana***

IUPUC—Indiana University–Purdue University Columbus—continues to deliver high-quality undergraduate and graduate degree programs aligned with and responsive to regional educational needs since 1970. IUPUC is located in Columbus, Indiana, and enrolls between 1,500 and 1,800 students annually. IUPUC offers academic programs to students who reside in Bartholomew, Brown, Decatur, Jackson, Jefferson, Jennings, Johnson, Ripley, Shelby, and other counties in southern Indiana.

We seek greater diversity in our faculty and staff to broaden students’ academic experience and to enrich our campus community. Candidates must be sensitive to the needs of and possess an interest in working in an academic community that is diverse with regard to gender, race, ethnicity, religion, nationality, sexual orientation or identity, disability status, and protected veteran status. We are seeking to fill the role of part-time Team Lead of Food Services.

**JOB SUMMARY**

Under the direction of the Executive Director of Administration and Finance, the Team Leader of Food Services is primarily responsible for coordinating, directing, and managing the IUPUC Café, Coffee Bar, and periodic Athletic Event Concessions. This role is also responsible for training hourly student employees as well as managing the staffing and scheduling needs. Effective monitoring and leading food services staff in the preparation, order taking, and delivery of food products, is needed to assure success.

**REQUIREMENTS**

A high school diploma or GED is required. 2 or more years of relevant experience or background in food services is preferred.

**FUNDAMENTAL RESPONSIBILITIES**

The Team Lead of Food Services is responsible for purchasing and preparing food and supplies as well as overseeing and performing the day-to-day duties which include staffing, operations, register programming, closing and reconciliation of funds daily (as needed), cleaning, and inventory. This position will train and assist hourly student employees in cash register operations, monetary transactions, preparation of food, in addition to various other operational duties. This role is also primarily responsible for covering employee break times, by assuring that quality service is always maintained.

**INSTRUCTIONS ON HOW TO APPLY**

Qualified applicants interested in this position are required to send their cover letter, resume, and list of three professional references to Naomi Cohenour, Executive Director of Finance and Operations, via email at ncohenou@iupuc.edu. Please be sure to include the position title of “Team Lead – Food Services” in the subject line of the email. All applicants must complete a successful reference check and background check, as well as obtain employment authorization. This position will remain open until filled.

**SALARY**

The Team Lead of Food Services role will be paid hourly, at the starting rate of $18.00.

Columbus is located one-hour south of Indianapolis, 1¼ hours from Louisville, and 1½ hours from Cincinnati. Columbus is a unique Midwestern community with a population of 46,000 known for its world-class architecture. The American Institute of Architects ranked Columbus sixth in the nation for architectural innovation and design – right behind Chicago, New York, Boston, San Francisco, and Washington, D.C. There are wonderful programs for young children, many parks, excellent philharmonic orchestra, and people trails. The community is also well known for its culture and its predilection for innovation. For further information, please visit: [http://www.iupuc.edu/](http://www.iupuc.edu/) and [http://columbus.in.us](http://columbus.in.us)

COVID Disclaimer – Due to the COVID-19 pandemic, there may be differences in the working conditions as advertised in our standard job postings (e.g., the ability to travel from one campus to another, etc.). If you are invited for an interview, please discuss your questions or concerns regarding the working conditions at that time. Beginning with the fall 2021 semester, all Indiana University students, faculty, and staff will be required to be fully vaccinated for COVID-19 as a condition of enrollment / employment. To learn more about this requirement, view our COVID-19 vaccine information page.

Indiana University is an equal employment and Affirmative Action Employer and a provider of ADA services.

The Annual Security and Fire Safety Report, containing policy statements, crime, and fire statistics for all Indiana University campuses, is [available online](http://www.iupui.edu). You may also request a physical copy by emailing IU Public Safety at [iups@iu.edu](mailto:iups@iu.edu)