



**Position Title:** Phoenix Club Assistant

**Description/Scope:** Phoenix Club Assistants are responsible for taking orders, making and serving food, cleaning, and general care for the facility. The position requires someone with excellent customer service and the ability to be flexible with events and activities that use the space.

**Supervisor:** Operations and Events Coordinator

**Pay Rate:** \$12.25 hour

**Time Commitment:** Phoenix Club staff work between 10 and 20 hours per week during the academic school year (Club is closed during summer and most breaks). Shifts typically last 3-6 hours, ranging from 9:30 am – 10 pm. Weekday shifts are typically set for the semester based on class schedules, and weekend shifts are determined on a sign-up basis. Phoenix Club Assistants are asked to work 1-2 weekend shifts per month.

Responsibilities:

- Make and distribute food and drinks to customers.
- Use register and online mobile order system to take orders.
- Daily cleaning of dining tables, floors, dishes, and kitchen space with occasional deep cleaning.
- Ability to work additional hours during events.
- Flexibility to switch shifts with coworkers.
- Complete other duties as assigned.

**Qualifications:**

Phoenix Club Assistants 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 back to food and customer service duties when needed.

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