



Classification Specification for Students
Developed for Equal Opportunity

OSU TITLE CODE (FLSA STATUS): 7970 (NON-EXEMPT)

CLASSIFICATION TITLE (PAY RANGE): STUDENT GUEST SERVICE ASSISTANT (00)

Function/Duties:

Provides assistance in one or more the following specialized areas: banquets, guest services, valet parking, concierge. Performs a variety of duties ranging from routine to advanced and/or specialized tasks.

Provides customer service to patrons including serving food and drink; serves scheduled banquet functions; prepares banquet rooms; assists with banquet preparation of salads, desserts, and hors d'oeuvres; dishes prepared meals; may perform other guest services such as valet parking attendant, bell attendant, or guest service agent related duties.

Supervision Exercised:

May supervise other student employees.

Qualifications (including license, if any):

Must have prior banquet and/or customer service experience. May require an Ohio Driver's license

This description is intended to indicate the kinds of tasks and levels of work that will be required of positions assigned to this classification and shall not be held to exclude other related duties which are not mentioned.