

Student Intern, Duke Dining

Duke University Dining Services

The Duke Dining Services Team within Student Affairs is seeking a motivated, creative student intern for the 2017-2018 school year.

Brief Description:

- Full academic year commitment
- Hours may vary but on average should expect to work 10 hours per week.
- Work schedule can be flexible but will need to be coordinated with supervisor, may include both daytime and evening hours and work may take place in an office setting or on campus.

Job Responsibilities:

- Student will be responsible, in coordination with her/his supervisor, for working with on-campus vendors on recipe standardization and recipe input for software program.
- Allergen guide and special needs dietary guide for campus vendors to be created including contact information for chef's and management.
- Continuous checks of current allergen guides and DDS websites of menus and allergen grids
- Mystery shops for allergen related issues performed by student
- Tracking for DDS of Allertrain and food handler certifications
- Ongoing consulting of DDS allergen program
- This is an outreach position therefore student must be outgoing and approachable, willing to speak to groups and individuals alike.

Qualifications:

- Enthusiasm and desire to learn more about nutrition and health
- Ability to work both independently and with a team
- Have working knowledge of a recording device (iPad, tablet, phone)
- Dependability
- Creativity
- Experience planning and implementing training

Compensation:

- \$12.50/hour

Requirements:

Graduate student currently enrolled in nutrition track. Must have a strong interest in food service nutrition.

Position will report to Assistant Director Retail Operations.

To apply, email resume, cover letter and references to:

Aris Marton

Assitant Director Retail Operations

Duke Dining Services

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