



# NEW DORM

Hi!

Welcome to New Dorm Dining Hall! We are your three student managers, Hazel, Sarah, and Hope, and we are so thrilled to work with you this year! You can reach us via email (our emails are below) – and if you do email us, please make sure to always email all three of us so that whoever has their email open can get back to it as soon as possible.

At New Dorm, all student workers are expected to work 7-8 hours a week if possible, but we are flexible—we know you are students too! Shifts are typically 2-4 hours, with the earliest shift starting at 8 am and the latest ending around 9 pm. We offer a variety of different shifts as well—students should work one back-of-house and one front-of-house shift at least once, to get to know the dining hall well.

Front-of-house shifts include opening, mid-day, and closing, as well as quality control.

All front-of-house shifts typically operate in the same fashion (making sure the dining hall is clean and stocked, switching out the pans when they are low, cleaning) but depending on the time of day, the responsibilities are slightly different.

- In an opening shift, the main goal is to get the bars set up, and ready for lunch/brunch for the day. Students check temperatures, do some last-minute cleaning, stock the stations, and get the tables set before the first student comes in for the day. This shift includes a 30 minute eating portion.

- Mid-day shifts involve general maintenance of the dining hall. Food on the line is filled as needed. During this shift, a lot of time will be spent cleaning, such as sweeping or wiping tables, and doing other upkeep tasks like filling napkins and ice. These shifts, excluding dinner, do not typically have eating portions.

- Closing shifts are some of the longer shifts, beginning with an eating portion. The first part of a closing shift is similar to other times of the day. The last hour of the shift occurs after the dining hall has closed. Students are responsible for taking food off the line, cleaning the bars, and setting them, as well as the rest of the dining hall, up for the next day.

- Quality control shifts are a different type of front-worker shift. A student working quality control will check the temperatures of food, monitor how much food is left in the warmers to communicate when more needs to be made, and generally ensure that the food on the line is up to standard.

Back-of-house shifts vary in terms of duties, and they allow students to connect and get to know full-time staff! These shifts include pizza, dish, baker, cook's help, and prep.

- In the dish room, students work alongside a supervisor with washing dishes from the accumulator and pots and dishes from the kitchen as well. These shifts are typically 3 hours long, with a 30 minute eating portion. For closing dish shifts, students are responsible for cleaning and breaking down the dish room, as well as putting all dishes away and setting the room up for the next day.

- Pizza workers work at their own station, making garlic knots and pizza for the day. Depending on what time of day you work, you can be prepping pizza for the evening, or making food on demand towards the end of the night. These shifts can be 3-4 hours long, and if you are working a closing pizza shift, you are expected to close down the pizza station at the end of the night.

- For a baker shift, student workers help bake the desserts that are served at NDDH. We make both vegan and regular desserts. Some desserts are baked from scratch and others are catered. The baker's role also includes keeping the station and ice cream bar restocked. At the end of the shift, you will also close down the bar. It is a 4 hour shift, often from 4:30-8:30, on the weekends the shift is from 3:30-7:30. - Cook's help shifts are very versatile and have many different time frames, however, most shifts are 2 hours long. During cooks help you make different food for New Dorm. On weekends, there is a cook's help job specifically for making pancakes and french toast!

- Salad prep is a shift that often takes place in the morning and is typically a 2.5-hour shift. This shift involves cutting and preparing all the food for the salad bar, or for the cook's recipes. Outside of shifts, each student worker plays their own role in helping the dining hall operate. On each shift, there is a supervisor, who is in charge of making sure the shift runs

smoothly as well as teaching and training new workers. The full-time managers, Steven, Shana, and Maly, help out in the dining hall as well as observe and upkeep communication and production. Outside of your peers and the managers, we hope that you get to know the other full time staff as well. They are all lovely, and we are all looking forward to getting to know you! As always, if you have any questions, please feel free to reach out to us.

With lots of NDDH love,  
Sarah, Hope & Hazel

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