Assistant Manager/Sous Chef
(Internal Applicants Only)

Department: Campus Dining
Recruitment #: S1729

This is a full-time, 12-month, annually renewable, unclassified position in the Division of Student Affairs at Western Oregon University in Monmouth. The Office of Campus Dining serves the needs of Western Oregon University (WOU) by providing quality services and programs which complement the educational mission of the University.

MINIMUM QUALIFICATIONS
• Minimum of 3 years of full-time work experience as a manager which includes two years of supervision/management in a commercial food service operation (e.g. large commercial restaurant, hotel, catering, or institution)
• Proven leadership, excellent problem solving, and the ability to work well under pressure.
• Excellent interpersonal communication skills and the ability to work well with individuals and groups with widely varying backgrounds, perspectives, educations, and skills.
• Demonstrated commitment to outstanding customer service
• Valid Oregon Food Handlers Card

Preferred Qualifications:
• Valid ServSafe Certificate

We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.

DUTIES AND RESPONSIBILITIES
• Responsible for the ordering/purchasing, receipt, inventory, issuing of all food, beverages and related items; assist with menu planning and development for dining areas; work closely and establish production goals for staff; work in Valsetz and retail dining operations, as needed; provide staffing support by shifting employees to cover workload, responsible for daily operation of dining operations
• Assist with selection, training, supervision, and evaluation of foodservice staff including 60 student employees and 11 classified staff; coordinate staff schedules in conjunction with Food Service Coordinator; assist with appearance of Dining operations
• Write 5-week cycle menus for school year and summer; assist in maintaining food costs; coordinate end-of-month physical inventory; assist in Break outs and issue of food product; knowledge of inventory
• Work closely with vendors with ordering/returning food, beverages and related supplies; work closely with all student employees; handle customer complaints; direct staff on food court stocking procedures
• Work closely with campus maintenance staff with repair/maintenance of equipment; handle problems involving inter-staff relations; assign duties and follow-up

APPLICATION PROCESS
You may submit all materials online at www.wou.edu/prostaffapp

Required Application materials (PDF preferred):
1) WOU Employment Application form (available at www.wou.edu/prostaffapp)
2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
3) Resume
4) Contact information for three references

As an alternative, you may submit application materials to:
S1729, Asst. Manager/Sous Chef, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.