



# Cook 1

(Cook 1)  
(2 positions available)

**Department:** Campus Dining  
**Salary Range:** \$2190 - \$3076 monthly  
**Class: C9116 Recruitment #: S1863**  
**Review Date:** Review of applications begins **immediately**. Position closes open until filled.

Western Oregon University seeks two regular, full-time, 12-month positions in Campus Dining and is represented by the Oregon Public Employees Union/Service Employees International Union. The Cook positions provide skilled expertise and supervision of student employees in the production of a full-scale Food Court.

## QUALIFICATIONS

- One year of experience as a cook in a commercial food service facility; **OR** possession of a Certificate of Completion in culinary arts and/or Foods and Hospitality Service from a certified community college or technical school.
- Valid Food Handlers card or ServSafe certificate
- Must be able to read, write, and calculate simple math problems
- Knowledge of dry and liquid measuring units and the ability to understand and follow standardized recipes
- Ability to act as a lead worker, and demonstrate excellent interpersonal and time management skills

**\*\*A criminal background check will be required as a condition of employment**

***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:

- Works independently and follows standardized recipes and procedures; Batch cook menu items to maintain the quality of the product served
- Responsible for the preparation and production of the dining areas, including supervision of convenience store
- Assists with development of standardized recipes
- Assists with Foodservice Worker, Cook 1 and Cook 2 duties upon vacancy because of short term illness or vacation when scheduling prohibits another Cook from being scheduled; In absence of the Cook 1 in the salad room, helps and directs students on salad room production
- Assists where needed during summer conference groups
- Assists baker as needed
- Set-up of food court and ensure building is secured
- Maintains Carbo Centre in Food Court
- Assists with general food production with the Cook 2 in charge. This may include, but is not limited to Flat Griddle, Char-Broiler, Fryer, Steamer, Ovens and Mixer usage
- Responsible for reading and assisting in the preparation of catering orders. This may include the complete execution of small orders
- Notifies Management when equipment repairs are needed and calls maintenance if needed
- Accepts deliveries as needed
- Daily cleaning and custodial duties

## WORKING CONDITIONS:

Works standing on hard surfaces for prolonged periods. Requires routine lifting of below 25 lbs. 18-30 times per day and routine lifting of 30-40 lbs. and 50 lbs. for short periods. Required to work in coolers of 34°F, around steam, hot fat and ovens, on wet slippery floors and with commercial cleaning agents. Must operate commercial food service equipment. Required to work holidays when they fall on days the Valsetz is open for business. There is a yearly interruption of work during Winter Break. Academic Year work schedule 1:30 Pm-10pm with a 1/2 hour meal break. The Academic year schedule could change, as the operation needs change. Required to work a flexible and irregular work schedule as needed. .

## APPLICATION PROCESS

You may submit all materials online at [www.wou.edu/classified](http://www.wou.edu/classified)

### Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at [www.wou.edu/classified](http://www.wou.edu/classified))
- 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
- 5) Copy of valid Food Handler's card or ServSafe certificate
- 6) Unofficial copy of transcript for food related degree, (if needed to qualify)

*As an alternative, you may submit application materials to:*

**S1863, Cook 1**, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to [employment@wou.edu](mailto: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.**