



Cook 1

(Cook 1)

Department: Campus Dining

Salary Range: \$2190 - \$3076 monthly

Class: C9116 Recruitment #: S1910

Review Date: Review of applications begins **immediately**. Position closes open until filled.

This is a regular, full-time, 12-month position in Campus Dining at Western Oregon University and is represented by the Oregon Public Employees Union/Service Employees International Union. Campus Dining serves the needs of Western Oregon University by providing quality services and programs which complement the educational mission of the University. Campus Dining is dedicated to its customers' satisfaction. Valsetz Food Court serves approximately 2,400 meals daily to primarily students living in the residence halls.

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.

JOB SUMMARY:

The purpose of this position is to provide skilled labor during the dinner and late night service areas in Valsetz Food Court. You will be responsible for menu items prepared "made-to-order", clean-up, set-up, and stocking the food court and convenience store. You will monitor and direct lower-level food service staff and students in all areas of late night service and production to ensure that standardized recipes and departmental policies and procedures are followed. In addition, this position will ensure sanitary production and serving methods are followed at the pizza and grill stations, stocking and dish room. They will also assist the student supervisor on the floor, as needed.

WORKING CONDITIONS:

Works standing on hard surfaces for prolonged periods. Requires routine lifting of below 25 lbs. (16-30 times per day) and routine lifting of 30 - 50 lbs. for short periods. Required to work in coolers of 34°F, around steam, hot fat, flat-top griddle, char-broiler 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. Work schedule Tues-Thurs, 6:00am – 2:30 and Fri – Sat, 1:00pm – 9:30pm The Academic year schedule could change, as the operation needs change. Required to work a flexible and irregular work schedule as needed. Uniform: Black pants, and black slip-resistant, soled shoes. We provide chef coat and hat.

APPLICATION PROCESS

You may submit all materials online at www.wou.edu/classified

Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at 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:

S1910, Cook 1, 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.**