



Retail Food Service Coordinator

(Food Service Coordinator)

Department: Campus Dining
Recruitment #: S1932
Application Deadline: Review begins immediately. Position open until filled.
Salary Range: \$2607 - \$3872

Benefits:

Western Oregon University's offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Department / Job Summary:

This position is in the Campus Dining Department at Western Oregon University in Monmouth. Campus Dining services include student housing, retail restaurants, and catering services to faculty, staff, and students of Western Oregon University. <http://www.wou.edu/housing/dining-western-oregon-university/>

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU). The Retail Food Service Coordinator organizes and oversees supervision of retail restaurants (Caffe Allegro, The Press, Western Deli, and Wolf Grill). This position works in production and helps with events, as needed. They will assist with catering in the absence of or in conjunction with the Catering Coordinator. This position will also hire and train student staff, student scheduling, sign-off on their timesheets, and train full-time staff, as needed. The Coordinator works with cash registers and keeps up-to-date cost and pricing, and places vendor orders for the retail stores.

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.

Working Conditions:

Scheduled shifts: Flexible/irregular schedule dependent on business needs; primarily 8:30am – 5pm

Minimum Qualifications:

- Two years of experience in a large-scale commercial, hospital, or institutional food service operation with responsibility for maintaining required production levels, preparing simple foods for volume dining, and providing knowledge of the materials and equipment used in a volume dining/food service facility.
- Valid Food Handler's card
- Cash handling experience with a demonstrated level of accuracy
- Previous supervisory experience
- ServSafe certificate and OLCC serving permit required within 30 days of hire
- Ability to provide clear communication and an elevated level of customer service
- Knowledge of or ability to learn catering, computer data input, typing, 10-Key adding machine, and filing

Preferred Qualifications:

- Knowledge of retail sales, basic cooking and barista experience

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

Application Instructions:

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

Required application materials (PDF preferred):

1. WOU Employment Application
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 Food Handler's card

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

S1932, Retail Food Service Coordinator., Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to employment@wou.edu; OR fax to : 503-838-8144

Western Oregon University (WOU) is a mid-sized public comprehensive university located in the heart of Oregon's lush Willamette Valley. The university serves a large number of first-generation college students. WOU has received national recognition for its commitment and success in serving students. The campus is about 20 minutes from Salem, the state's capital, about 75 minutes from Portland, the state's cultural hub, and a short drive from the Oregon coast, mountains, and other scenic areas. The university is located in an increasingly diverse, bilingual, and rural area in the Willamette Valley. Our student body of about 4800 undergraduate and 600 graduate students enjoys a vibrant and close-knit intellectual community.

Western Oregon University is an AA/EOE/Veteran/Disability employer and is committed to fostering diversity in its student body, faculty, and staff.