



## Production Catering Coordinator

(Food Service Coordinator)

**Department:** Campus Dining  
**Recruitment #:** S1967  
**Application Deadline:** Review begins immediately. Position open until filled.  
**Salary Range:** \$2607 - \$3872

This is a regular, 12-month, full-time position and is represented by the Service Employees International Union/Oregon Public Employees Union (SEIU).

### 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 serves the needs of Western Oregon University by providing quality services and programs which complement the educational mission of the University. 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/>

The Coordinator organizes production and catering services on campus which includes preparing food items for catering banquets and retail dining operations. This position is responsible for the overall coordination, management and delivery of successful events by providing top quality and exceptional customer service experiences. This position is deeply involved with the production and creation of new menu items. The Catering Coordinator provides leadership and training to the catering team carry out each function in a professional manner. This position is responsible for staffing, scheduling, and supervising catering staff.

***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:

- Work in both an office and kitchen environment in and around items such as slippery floors, and extreme heat/cold (ovens/coolers/freezers)
- Work under shifting priorities and timelines
- Work an extremely flexible and irregular work schedule
- Must be able to lift up to 25 pounds

### Minimum Qualifications:

- Two years of experience in a large scale commercial, hospital, or institutional food service operation with responsibility for maintaining required production levels, production cooking for volume dining, and providing knowledge of the materials and equipment used in a volume dining/food service facility
- Excellent organizational and customer service skills
- Previous experience ordering food and/or supplies
- Knowledge of basic computer skills

- Valid Food Handler's card
- Ability to obtain and maintain an Oregon drivers' license
- Ability to obtain (within 30 days of hire) and maintain a Serve-Safe Food Production Manager Certification and OLCC permit

**Preferred Qualifications:**

- Prior catering food service experience
- Current Serve-Safe Food Production Manager Certification
- Previous supervisory 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](http://www.wou.edu/classified)

**Required application materials (PDF preferred):**

1. WOU Employment Application [available here](#)
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 current Serve-Safe Food Production Manager certification (if obtained)

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

**S1967, Production Catering Coordinator.**, Human Resources, Western Oregon University, 345 Monmouth Ave N, Monmouth, OR 97361; OR E-mail to [employment@wou.edu](mailto: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.**