Staff Vacancy Announcement

Culinary Associate I, Cook’s Helper

Department: Dining Services
Position: Full-time, varying schedule
Wage: $10.70 per hour
Union Affiliation: Montana Public Employees Association
Posting Date: November 2016

Description
This position reports to the head cook and is responsible for a variety of duties, including preparation of hot and cold food items including soups, salads and entrees; serving of food on the serving line; cooking at the Burger Bar, daily cleaning and sanitizing of food preparation and/or dining areas; working with catering staff; cashiering and working in the dish room. This position has a fluctuating schedule and may require a split shift. The position will include cyclical work such as deep cleaning of the kitchen facilities.

Qualifications
Minimum qualifications include a high school diploma; the ability to follow established procedures and verbal and written instructions; general knowledge of institutional kitchen equipment. Physical requirements include lifting up to 40 pounds, pushing and pulling of carts and equipment, long periods of standing and exposure to heat, cold and cleaning chemicals. This individual must be able to work with a variety of personalities and time schedules. A Serve Safe certificate is required within six months of employment and can be acquired on the job.

Application
To be considered for this position, please submit a cover letter including three professional references and a completed and signed State of Montana Government Job Application (available at http://msdb.mt.gov/about/stateapp.pdf or through the Montana Job Service) to:

Patti Lake
Payroll & Benefits Supervisor
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725

For additional information, call (406)683-7228. Review of applications will begin in December and continue until the position is filled.
The University & Dillon Area
The University of Montana Western, located in Dillon, MT, is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,418. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.