

Staff Vacancy Announcement

Culinary Professional I (Cook I, Catering Assistant)

Department: Dining Services

Position: Full-time, varying schedule

Wage: \$10.70-\$13.375 per hour

Union Affiliation: Montana Public Employees Association

Posting Date: February 2018

Description

The Culinary Professional, Catering Assistant reports to the Catering Cook and is responsible for preparation of food items such as salads, soups and entrees for catered events as well as meals served in the cafeteria. Responsibilities also include coordination with the Conference & Events staff for service of banquet meals; proper cleaning and sanitizing of equipment, utensils and coolers; properly storing items according to health codes; working from production forms and recording food preparation and use amounts for banquets. This position requires a varying work schedule.

Qualifications

The successful candidate must hold two years of commercial food service experience, one of which should be in a food preparations capacity. Candidate must be skilled in the operation of various types of food service equipment as well as in communicating with others both orally and in writing. Candidate must demonstrate the ability to maintain positive, professional relationships with coworkers and customers. Physical requirements include lifting up to 40 pounds, pushing and pulling carts and equipment, prolonged standing and exposure to heat, cold and cleaning chemicals. The knowledge, skills and abilities described here are typically acquired through a combination of a high school diploma and two years of commercial food service. 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 State of Montana Government Job Application to:

Patti Lake
Payroll & Benefits Supervisor
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725
Patricia.lake@umwestern.edu

For additional information, call (406) 683-7228. Review of applications will begin in February and continue until the position is filled.

The University and Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 60 full-time faculty and 1,500 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1)*, experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western's faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon 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 any position will be subject to a criminal background investigation.