

## Position Vacancy Announcement

**Intermittent/Temporary****Cook  
Dining Services****Pay Rate: \$7.60- \$7.90****Posting Number: Intermittent**

**Work Schedule:** Approximately 30 hours per week. Hours are limited to 1000 hours each year (Jan 1- Dec 31.) Covers a seven-day per week operation. Work schedule includes work shifts covering a seven day per week operation, may work as early as 6:00 a.m. or as late as 4:00 a.m. Academic year positions.

**Position Summary**

Under the general direction of an Assistant General Manager or Assistant Manager and/or Lead Cook. Prepares, cooks and serves all designated menu items according to standardized recipes. Has working knowledge of all standard kitchen equipment. Works as a short-order cook.

**Essential Duties, Tasks and Responsibilities**

- Operates standard kitchen equipment to cook foods. Bakes, boils, fries, grills, roasts, sautes, steams, stews, or broils menu foods as situation warrants.
- Following recipes, prepares food for cooking. This includes measuring and mixing ingredients, chopping, dicing, or grinding of meat, poultry, seafood, vegetables, cheeses, fruits, or other related items, and assembles according to recipe.
- Mixes salads and makes desserts, dressings and breads. Prepares hot and cold beverages and special menu foods. Slices meats and cheeses, makes sandwiches, assembles fruit plates and relish trays, cleans and cuts vegetables and meats before cooking and mixing.
- Occasionally sets up food lines, portions food on serving lines, sets up trays and carts, packs food for delivery to dining areas and storage.
- Cleans and sanitizes all work areas, equipment, and utensils. This includes sweeping, mopping, or vacuuming floors.
- May provide functional guidance to student workers.
- Maintains production records.
- Knows and practices principals of food sanitation, personal health and cleanliness, time management, fire prevention, safety, accident prevention, and theft prevention.
- Knows and adheres to recycling practices. Breaks down boxes. Separates glass, paper and aluminum as needed.
- Safeguards all storage areas by locking each after usage.
- Knows and adheres to Bowling Green State University and Dining Services rules and regulations.
- Deals with emergencies.
- Continuous standing. May work early, late, or rotating shifts and every other weekend.
- Communicates positive values to staff and customers through actions; i.e. provides high quality customer service.
- Supports mission, core values and practices of BGSU.
- Ability to read and write common English vocabulary. Ability to perform simple addition, subtraction, multiplication, and division. Ability to lift up to 50 lbs. Clean, well groomed, generally neat appearance necessary.

This list of duties and responsibilities is not all inclusive; employee will perform other related duties as assigned.

**Benefits**

Holiday pay provided 1-1/2 times your regular pay if you work the holiday. Sick leave is earned at the rate of 4 hours, 36 minutes for every 80 hours paid. Contributes to (OPERS) Ohio Public Employees Retirement System. After intermittent completes 700 hours of work at BGSU, employee can bid on classified position advertised on campus.

**Vision/Mission Statement**

Dining Services aspires to support Bowling Green State University's Vision Statement by "Building B!G success through small communities". Our mission is "To create outstanding living and dining environments that promote student learning and academic success".

**B.G.S.U. Core Values**

Respect for one another, cooperation, intellectual and spiritual growth, creative imaginings, and pride in a job well done.

**Dining Services Core Values**

Delighting the Customer, Financial Responsibility, Innovation, and Team.

**Major Worker Characteristics**

Knowledge of safety practices\*; skills in operation of kitchen equipment\*; ability to understand system of procedures, add, subtract, multiply & divide whole numbers and lift up to 50 pounds.

**Minimum class requirements**

Ability to add, subtract, multiply & divide whole numbers and read & write simple sentences plus 3 courses in food preparation, sanitation & storage (or 3 months experience cooking in institutional, school or restaurant setting); 1 course in food service equipment (or 1 months experience); or equivalent.

**To Apply**

A BGSU Employment application must be completed and turned into the Human Resource Office prior to the deadline day and time. Additional information, including a resume' and reference letters, can be attached but can not be substituted for the employment application. An employment application can be obtained in the Office of Human Resources or at the following web site [www.bgsu.edu/offices/ohr/employment/cl\\_staff/page11147.html](http://www.bgsu.edu/offices/ohr/employment/cl_staff/page11147.html).

**Selection Criteria**

Employees: Interview with department; evaluation of experience, training, and education; supervisory evaluation of past work experience. Public applicants: Pre-screening of employment application for minimum state qualifications. Department will determine who will be interviewed through evaluation of experience, training and education. Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at: <http://www.bgsu.edu/offices/ohr/employment/>

[www.bgsu.edu/offices/ohr](http://www.bgsu.edu/offices/ohr)

*Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.*

*We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.*

*BGSU hires only individuals authorized to work in the United States.*

*For information regarding BGSU's crime statistics, please visit Public Safety's website at [www.bgsu.edu/offices/safety](http://www.bgsu.edu/offices/safety).*