STAFF VACANCY ANNOUNCEMENT

Birch Creek Center Culinary Assistant/Worker

**Department:** Residence Life Office  
**Position:** Seasonal  
**Wage:** $8.05 - $11.00/hour, housing provided  
**Posting Date:** January 30, 2015

**Description**

The Birch Creek Center is seeking a friendly, self-motivated and hard-working individual with a reliable vehicle. Candidates must enjoy working with others and must possess first aid and CPR certification or acquire certifications immediately after hire.

The Birch Creek Center Culinary Assistant is responsible for food preparation and service; cleaning the kitchen, dining room, service area, bathrooms and dorm rooms; various food service duties, including dishwashing, clearing and wiping tables, mopping floors, serving food at meal times, preparing salads, slicing meats and cheese, preparing sandwiches and grilling simple items. Other duties include general campus cleanup and assisting with firewood delivery to dormitories. The position also performs related duties as required.

The successful candidate will also work in the cleaning, stocking, maintaining and sanitizing of china, flatware and glassware following established procedures and guidelines; wash dishes in automatic industrial dishwasher in accordance with established guidelines; stock clean dishes according to kitchen storage procedures; perform routine steps in garbage disposal; break down cardboard boxes for recycling; sweep, mop, and vacuum to maintain a clean and sanitary work area in keeping with departmental and state health codes; clean and sanitize bathrooms and dorms according to written protocol, including emptying garbage receptacles, sanitizing toilets, showers and sinks, sweeping, mopping and other appropriate procedures.

The Birch Creek Center Head Cook or Program Director, depending on the tasks being performed, supervises this position.

**Qualifications**

Work will require regular lifting and bending. Long periods of standing may be necessary. The successful candidate must also perform moderate stair climbing and walking at an elevation of 6,200 feet. Dishwashing tasks require exposure to hot water and harsh chemicals and the use of kitchen equipment involves some risk of cuts and burns. Heavy lifting of up to 50 pounds may be necessary. Hours will vary depending on guest schedule and will include early mornings, late evenings and weekends. Employee housing is available.
Application

To apply, please complete a State of Montana Job Application (available at http://wsd.dli.mt.gov/service/app.asp) to:

Birch Creek Center
The University of Montana Western
710 South Atlantic St. Box 100
Dillon, MT 59725-3598

The position starting date will be April 27, 2015 and will end on September 18, 2015. For more information, call 406-683-7891 or e-mail birchcreek@umwestern.edu.

The Birch Creek Center

The Birch Creek Center is located 22 miles northwest of Dillon, Mont. in the picturesque setting of the East Pioneer Mountains. Originally constructed in 1935, the Center now provides lodging, classroom space and food service for up to 100 people. This unique field campus offers front-door access to the stunning alpine scenery of the East Pioneer Mountains.

The University and Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of southwestern Montana. The current campus student headcount is 1,447 and the Full-Time Equivalent (FTE) for student enrollment is approximately 1,392.

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.