STAFF VACANCY ANNOUNCEMENT

Culinary Services Supervisor I (Convenience Store Assistant)

Department: Dining Services
Position: Full-time, varying schedule
Wage: $10.106 per hour, full benefits
Union Affiliation: Montana Public Employees Association
Posting Date: December 2014

Description

The culinary services supervisor I reports to the convenience store manager. The position is responsible for assisting the manager in the daily operation of the Bark-n-Bite convenience store and grill. Responsibilities include food preparation; cleaning and sanitizing equipment, utensils and coolers; properly storing items according to health codes; processing cash and meal plan account transactions and reconciling; training and supervising part-time and student workers and assisting the manager in the ordering of goods. This position requires a varying work schedule.

Qualifications

The successful candidate must have two years of commercial food service experience. Candidates must be skilled in the operation of various types of food service equipment in addition to possessing the ability to communicate well with others both orally and in writing. Physical requirements include lifting up to 40 pounds, pushing and pulling cards and equipment, long periods of 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 experience. 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 (available at http://wsd.dli.mt.gov/services/app.asp or through the Montana Job Service) to:

Dorothy Seymour
Human Resources
The University of Montana Western
710 South Atlantic St
Dillon, Mont. 59725-3598
Review of applications will begin on December 10, 2014 and will continue until the position is filled. Start date is anticipated on January 5, 2015.

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.