Staff Vacancy Announcement

Culinary Associate I

Department: Dining Services
Position: Full-time, varying schedule
Wage: $10.00 per hour
Union Affiliation: Montana Public Employees Association
Posting Date: April 2013

Description
The culinary associate I reports to the culinary supervisor and is responsible for customer service in the dining room. Duties include set-up of salad bar, ice cream machine and coffee; preparation and service of sack lunch buffet for summer groups; cleaning of tables and all service equipment; and assisting cooks with food preparation. This position requires a varying work schedule.

Qualifications
The successful 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. Physical requirements include lifting of up to 40 pounds, pushing and pulling of carts 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 one year of commercial food service experience, which should be in a food preparation capacity. 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/service/app.asp](http://wsd.dli.mt.gov/service/app.asp) or through Montana Job Service) to:

Dorothy Seymour  
Human Resources  
The University of Montana Western  
710 South Atlantic Street  
Dillon, Mont. 59725

For additional information, call (406) 683-7228.

Review of applications will begin in April and continue until the position is filled.

**The University & 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.