

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION	DINING SERVICES KITCHEN WORKER, PART-TIME
APPLY BY	Open Until Position Filled
HIRE DATE	Negotiable
DIVISION	Dining Services
REPORTS TO	Dining Services Lead
CLASSIFICATION	Non-Exempt
POSTING DATE	April 21, 2023

SUMMARY

This position performs standard tasks in support of College operations in Dining Services. Responsibilities will mainly focus in the kitchen and may include following recipes and dietary needs in preparing and cooking food; maintaining cleanliness of work areas; maintaining records and accounts; coordination of kitchen staff; and planning menus for food served. The schedule for this part-time, limited term position is Monday-Friday, 10:00 am-2:00 pm with an anticipated end date of May 31, 2024.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Prepares food in accordance with dietary needs, recipes, menus, and contracts.
- Handles and rotates food (e.g., meat, fish, and poultry) and retail products according to FDA and State food safety and handling rules and regulations ensuring that food is fresh and cooked appropriately.
- Cleans food prep areas and sanitizes equipment, utensils, kitchen and dining areas according to State health codes and sanitation practices
- Performs other related duties.

TRAINING AND EXPERIENCE

- High School Diploma or equivalent (G.E.D.) and 1 year of related experience; or an equivalent combination of education and experience
- Ability to work effectively in a team-based, quality environment and provide exceptional customer service
- Ability to effectively communicate, both orally and in writing
- Must be service minded, adaptable and self-motivated

KNOWLEDGE

- Food handling, preparation, and storage practices and principles;
- Food preparation and cooking practices and techniques;
- Applicable kitchen tools and equipment;
- Cleaning and sanitizing practices;
- Safe work practices;
- Customer service principles and practices;
- Health department regulations.

SKILLS

- Preparing and cooking food;
- Using applicable kitchen tools and equipment;
- Handling and storing food;
- Cleaning and sanitizing kitchen and dining equipment, utensils, and facilities;
- Reading and following recipes;
- Preparing and maintaining records;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.
- Basic computer skills in order to use Point of Sale Software, Word, and Excel

PHYSICAL REQUIREMENTS

Position requires: stooping, reaching, standing, walking, talking, hearing, and seeing; lifting up to 50 pounds on a regular basis and up to 10 pounds frequently.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

WAGE BAND: A12 - Hourly Range: \$19.56 - \$22.87

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.