

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Dining Services, Cook

The Cook is responsible to the Dining Services supervisors for preparing and serving food and for cleaning food serving equipment and kitchen.

Principal Duties and Responsibilities:

- 1) Prepare food from menus, recipes, and as instructed by supervisor. (33%)
- 2) Operate food service equipment. (16%)
- 3) Label and date specified products on salad bar, deli bar and produce coolers. (15%)
- 4) Clean and sanitize food production area. (16%)
- 5) Maintain, organize and sanitize work areas. (7%)
- 6) Wash dishes, equipment, and all work areas. (7%)
- 7) Remove garbage. (4%)
- 8) Direct student employees. (1%)
- 9) Load washing machines and dryers. (1%)
- 10) Perform other related duties as assigned.

Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers unusual cases to the supervisor.

Minimum Qualifications:

Requires basic math and communication skills, 9 months of effective experience, ability to lift 50 lbs. and to work effectively with students, faculty and staff.

Physical Abilities:

Position requires standing and moving for a majority of time. Lifting up to 50 lbs., pinching, hand/wrist position and endurance are moderate requirements of the position. Good vision is needed to read recipes and observe work area. It can get noisy in the work environment due to the equipment, garbage disposals, etc.; work pace is determined by equipment use and speed, and service deadlines. Working with others is an essential function of this position.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from women and members of ethnic and minority groups.