

## **WARTBURG COLLEGE**

### **POSITION DESCRIPTION**

#### **Title of Position – Dining Services, Cook**

The cook is responsible to the production supervisor and lead cook for preparing and serving food, cleaning food serving equipment and facilities, waiting on customers, and training and supervising student staff.

#### Principal Duties and Responsibilities:

- 1) Prepare food for board plan dining, special diets, catering, and retail areas, utilizing information provided from menus, recipes, and as instructed by supervisors. Accurately complete service records, gather recipe yields, help develop new recipes, and insure food quality. Use proper temperature measurement and tasting methods to check quality, and seek direction or assistance if adjustment is needed. (65%)
- 2) Set up, operate, disassemble, clean and sanitize food service equipment and work areas. (15%)
- 3) Cook in front of guests, plate food, serve guests and provide quality customer service. (7%)
- 4) Receive and put away food, clean dishes, equipment, and production and serving areas. (5%)
- 5) Label and date, and package unused ingredients and food items. Monitor food quality, assist with proper FIFO inventory usage. Ensure sanitary food production, storage and handling techniques. Check and record refrigeration temperatures and notify management of issues. (4%)
- 6) Welcome, orient, train, and supervise student employees. (4%)
- 7) 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.

#### Minimum Qualifications:

Requires basic math, communication and good customer service skills, ability to read and follow directions, 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 in a collaborative manner 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](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://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.

