



University of Great Falls

The University of Great Falls is a four-year, private, Catholic university located in Great Falls, Montana. We describe ourselves as a place of “uncommon courage” committed to preparing students for living and making a living. Applicants must possess a personal philosophy compatible with a Catholic University environment.

University of Great Falls **Position title: Cook /Catering Coordinator**

Hours: TBD, must be able to work evenings/weekends
Current Department: Food Service
Supervisor: Food Service Manager
Uniform: Black Pants, Black Chef Coat, Solid Shoes

Job Description: Under the supervision of the Food Service Manager, the staff member is responsible for coordinating catering events, prepping food and cooking in the kitchen and on the grill. Additionally the staff member will coordinate the food service staff that is assisting with the catering event. This will help ensure that operations, service, production and all standards are met.

General Position responsibilities:

- Coordinate and work with staff during all aspects of catered events to ensure high quality service standards and presentations are met.
- Use information on Event Request Forms to coordinate food and beverage services for scheduled events.
- Provide and communicate a layout/diagram of catering events including details of table service when needed.
- Maintain proper stock level of all catering equipment. (Examples – dishes, silverware, glassware, cloth napkins, etc.)
- To assist in the food service operation by cooking, serving customers, providing staff training, completing prep and shift duties.
- To maintain stock levels and cleanliness throughout the shift.
- To assist with having the food service ready to serve customers by serving time.
- To assist in the preparation, delivery and serving of campus refreshments and catering when necessary.
- To observe all health codes as directed by supervisor.
- Work as a team with other food service staff
- Build strong communication between all staff members and from shift to shift
- Other duties as assigned by supervisor.

General Position Requirements:

- Be able to interact effectively with administration, staff, peers, faculty and students in an especially friendly, courteous and cooperative manner.
- Be able to meet the health requirements for food handlers.
- Be able to lift and carry 50 lbs. remain on feet for prolonged periods of time.

Working conditions:

- Generally pleasant
- May be subject to frequent interruptions in order to give service.
- Rush times can produce stress challenges for employee. Employee must meet with unfailing patience and competent customer service.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Please submit a resume, cover letter and three professional references to ugf.hr@ugf.edu or Human Resources 1301 20th Street South, Great Falls MT 59405