



COOK/SERVER

Wage/Salary/Category: Hourly, full time, benefit eligible

Current Office: Food Service

Reports to: Food Service Manager

Uniform: Black Pants, Black Chef Coat, Solid Shoes

The University of Great Falls (UGF), founded in 1932, is a four-year, private, Catholic liberal arts university located in Great Falls, Montana. The University of Great Falls is a ministry of Providence Health and Services (PH&S), sponsored by Providence Ministries. The University has an enrollment of 1100 students and offers bachelor and master degrees in a variety of professional and liberal arts programs. Students are prepared for careers as well as lives of meaning, purpose, and service. Applicants must possess a personal philosophy compatible with a Catholic University environment.

Job Description: Under the supervision of the food service manager, the staff member is responsible for prepping the food in the serving areas, serving on the food line, assisting with catering operations as needed and cooking in the kitchen and the grill area.

General Position responsibilities:

- To assist in the food service operation by prepping the salad bar, cooking, serving customers.
- 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
- Other duties as assigned by supervisor.

General Position Requirements:

- Must be willing and capable of working weekends and evenings as necessary.

- 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.
- Demonstrates a commitment to the philosophy, mission, core values, and goals of the University and PH&S, including:
 - The university's mission, as a private Catholic liberal arts institution that prepares students for living and for making a living.
 - The ability to integrate values of justice, respect, compassion, excellence, and stewardship into programs and services.
 - Previous work record demonstrates personal integrity, veracity, and trust.

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 unflinching 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.