

## Cook 1

### WHY WORK AT SPSCC?

South Puget Sound Community College employs full-time administrative/exempt professionals, professors, classified staff, part-time hourly staff and student employees who are invaluable in helping us meet our daily mission.

### MISSION AND VISION

South Puget Sound Community College's mission is to support student success in postsecondary academic transfer and workforce education that responds to the needs of the South Sound region. South Puget Sound Community College supports student success and builds prosperity by collaborating with leaders in industry, education, and our community to offer innovative, accessible, and affordable learning experiences. We employ devoted people who mirror the diversity of our community and contribute to an inclusive, welcoming environment. By investing in the creativity of our staff and faculty, we construct clear and compelling pathways that lead our students to successful outcomes on their educational journeys. We are fiscally strong and our mindful use of technology embedded in purposeful instruction helps students persist and achieve their academic goals. Our graduating class reflects the community we serve, and our students successfully transition from higher learning into the leaders and innovators of tomorrow.

### EQUAL OPPORTUNITY EMPLOYER

South Puget Sound Community College (SPSCC) is an equal opportunity/Affirmative Action employer and welcomes all qualified applicants. We strive to

**Position type:** Part-time, Hourly, no benefits  
**Salary:** \$ 13.00 - \$16.75 per hour; DOE  
**Opened:** February 1, 2017  
**Closes:** Open Until Filled  
**Location:** Main Campus; Olympia, WA

Open Interviews will be held every Thursday from  
 2:00 pm – 3:00 pm in Bldg. 27 – Clipper Café  
Please bring completed application and resume

South Puget Sound Community College seeks to establish a pool of self-motivated, organized and enthusiastic individuals to serve as a Cook 1 in the College Clipper Café. This recruitment is open to all applicants who meet the minimum qualifications stated below. Applications received for this position will be used to create an applicant pool that will be used to fill any Cook 1 vacancies which may occur at the college over the next six months.

### DEFINITION

The Cook 1 will serve as a short order cook in the SPSCC Clipper Café. The Cook 1 will prepare, cook and serve food; operate typical kitchen appliances and machinery, and support the kitchen during hours of cafeteria and kitchen operation as needed.

### KEY RESPONSIBILITIES & TYPICAL WORK

- Prepares and cooks vegetables, fruits, meats, soups, and cereals; prepares salads, desserts, and beverages; fruits and vegetables;
- Cleans kitchen area; washes utensils and equipment; checks and stores food and kitchen supplies; keeps simple records; assists in preparing menus; makes reports; weighs and prepares food for special diets;
- Prepares meat, fish and fowl by baking, broiling, boiling, or frying, etc., according to standard recipes, menus, or verbal instructions;
- Operates cooking and kitchen equipment;
- Adjusts recipes to volume of demand;
- Inventories and maintains necessary supplies and goods for assigned meals;
- Stores leftover ingredients and products; assists in their utilization; rotates stock;
- Directs food service workers;

create a working environment that includes and respects cultural, racial, ethnic, sexual orientations and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities or any other legal protected status are encouraged to apply. SPSCC complies with the Americans with Disabilities Act. South Puget Sound Community College is a drug-free workplace. South Puget Sound Community College employs only U.S. citizens and aliens authorized to work in the United States. New employees must provide proof of identity and employment eligibility.

#### **RECRUITMENT PROCESS**

Recruitment and screening of applications will be ongoing until the position is filled and management reserves the right to make a hiring decision prior to the closing date. The screening committee will not review incomplete or late applications. Submitted applications are the property of SPSCC and will not be returned.

#### **CONDITIONS OF PART-TIME EMPLOYMENT**

Non-permanent employees under the provisions of WAC 357-19-435 are only authorized to work up to a maximum of 1050 hours in any twelve (12) consecutive- month period from the original date of hire. Employment with the college could end any time. All Non-permanent employees who work more than 350 hours during their anniversary year will be covered by the WFSE collective bargaining agreement. At that time, the employer will furnish the employee with a dues authorization form for payroll deduction of union dues.

- May function as head cook or an assistant cook depending on size of kitchen and which meal is being prepared (i.e., breakfast, lunch, dinner);
- Performs other work as required.

#### **DESIRABLE QUALIFICATIONS**

- High school graduation or equivalent AND one year of experience in food preparation or cooking; completion of a course in large scale cooking may substitute for experience
- Knowledge of practices, methods, and procedures of large-scale food preparation and cooking; personal hygiene, food handling, sanitation, and safety precautions; care and use of kitchen utensils and equipment; record keeping; report preparation.
- Ability to establish work methods and instruct others in routine kitchen work; maintain cooperative working relationships with others; estimate quantities and follow large-scale recipes;
- Ability to follow written and oral instructions
- Physical ability to perform job duties, work independently, prioritize multiple tasks.
- Must be able to stand and walk for long period of time; bend, climb and reach; and lift, pull or push objects weighing up to 50 pounds.
- Must have a current Washington State Food Handlers Card.
- Ability to work effectively with a diverse population of students, faculty, administrators and support staff in accomplishing tasks.

#### **HOW TO APPLY**

Interested candidates may apply by submitting the following items:

- [Completed SPSCC Employment Application](#)
- Letter of formal application that specifically addresses your ability to perform the responsibilities and competencies described
- Resume of all educational and professional experience that demonstrates how you meet the minimum and any preferred qualifications

**Send application materials via one of the delivery methods below- email is preferred:**

E-mail: [jobline@spscc.edu](mailto:jobline@spscc.edu) Fax: (360) 596-5706

Mail: Human Resource Office  
South Puget Sound Community College  
2011 Mottman Road SW  
Olympia, WA 98512