

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Cook
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	51800 - Dining Overhead
<b>Advertised Salary:</b>	\$16.92 hourly rate pursuant to the FSU and AFSCME/AFL-CIO Agreement.
<b>FLSA:</b>	Non-Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	Custodial, Maintenance, Dining, Skilled Trade (AFSCME Local 1609)
<b>Term of Position:</b>	12 Month
<b>At Will/Just Cause:</b>	Just Cause
<b>Summary of Position:</b>	<p>A position classified as Cook is available with Dining Services for Catering. The working hours will be determined based on Catering needs. The employee may be required to work other times, including days/evenings and/or weekends. Provide food services support by preparing and serving food, waiting on customers and maintaining assigned area.</p> <p>If required by job duties, employee must be able to fulfill the University's requirements concerning issuance of University keys. Personnel who possess the special qualifications and training necessary for this position may apply. This is an AFSCME bargaining unit position.</p>
<b>Position Type:</b>	Staff
<b>Required Education:</b>	High school diploma or GED equivalency.
<b>Required Work Experience:</b>	One year full-time equivalent work experience in food preparation in an institutional facility or two years full-time

	equivalent experience in commercial food preparation in lieu of institutional experience.
<b>Required Licenses and Certifications:</b>	
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Bending</li> <li>• Carrying</li> <li>• Inclement Weather</li> <li>• Moving</li> <li>• Reaching</li> <li>• Sitting</li> <li>• Twisting</li> <li>• Balancing</li> <li>• Driving</li> <li>• Pulling/Pushing</li> <li>• Repetitive Movement</li> <li>• Standing</li> <li>• Ability to perform repetitive tasks.</li> <li>• Ability to push/pull carts weighing a maximum of 125 pounds.</li> <li>• Lift a minimum of 15 lbs. and frequently up to 50 lbs.</li> <li>• Reach, lift, bend, stoop, push, pull, walk, and turn.</li> <li>• Stand for entire shift</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	
<b>Essential Duties/Responsibilities:</b>	<p>Cook and handle food according to safe food handling/sanitary requirements following departmental sanitation policies.</p> <p>Interact with customers and staff in a polite, friendly and courteous manner.</p> <p>Maintain equipment, pots, pans, utensils, and work area in a clean, orderly and sanitary condition following departmental sanitation policies.</p> <p>Minimize food waste.</p> <p>Obtain foods from storage areas.</p> <p>Operate various kitchen equipment and/or serving and assure continued food availability.</p>

	<p>Perform the work of other Dining Service classifications when assigned.</p> <p>Prepare food for serving and assure continued food availability.</p> <p>Prepare foods using recipes generated from the computerized menu management system.</p> <p>Respond to special dietary requests.</p> <p>Setup and maintain food preparation area, food serving and display areas, in an attractive and sanitary manner.</p> <p>Train and direct others in the performance of the characteristic duties.</p> <p>Any other duties assigned within the position classification area.</p> <p>Perform mathematical computations with a high degree of accuracy.</p> <p>Adapt and follow standard recipes.</p> <p>Assure final product quality.</p> <p>Maintain safety and health standards in all duties and responsibilities.</p> <p>Report to immediate supervisor.</p> <p>Train and direct the work of student employees in the performance of the characteristic duties. Carry out these responsibilities in accordance with University policies and applicable laws.</p> <p>Be familiar with and know how to use and be able to teach others how to use kitchen equipment.</p> <p>Work independently and exercise good judgement.</p> <p>Demonstrates an understanding of diversity, equity, and inclusion, especially in working relationships with students,</p>
--	---

	<p>faculty, staff and community members.</p> <p>Any other duties assigned within the position classification area.</p>
<b>Marginal Duties/Responsibilities:</b>	Remove trash, break down cardboard boxes, and assist in the University recycling efforts.
<b>Skills and Abilities:</b>	<p>Recognize volatile situations and communicate effectively, politely and courteously.</p> <p>Ability to interact with the public in a friendly, polite and courteous manner.</p> <p>Be familiar with seasoning requirements and kitchen equipment.</p> <p>Cook a variety of foods in large and small quantities.</p> <p>Follow safety and sanitation standards and practices.</p> <p>Keep accurate records.</p> <p>Read, understand and follow recipes, directions, safety labels, equipment operations manuals, etc.</p> <p>Work harmoniously with others in variable temperatures; close confines; noise and stressful situations and workloads.</p> <p>Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Resume</li> <li>• Cover Letter</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	
<b>Initial Application Review Date:</b>	October 24, 2022

<b>Open Until Position is Filled?:</b>	Yes
<b>Posting Close Date:</b>	
<b>Contact Information and EEO Statement:</b>	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at <a href="http://www.fsujobs.com">www.fsujobs.com</a>.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a>. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a>.</p>