



BENNETT COLLEGE

Job Posting

Title: Dinner Cook / Late Night Meals (Full-Time)

Date of Posting: 08/04/2021

Closing Date: Until Filled

Department: Dining

Reports To: Director, Dining Services

GENERAL SUMMARY:

The Dinner Cook's work typically consists of a variety of tasks; examples include any combination of the following: Responsible for dinner production, following menu and recipes ensuring freshness, quality and quantity needed; All daily prep needs for dinner; Hot food line set up and garnished; Responsible for preparing all entrée line items; Maintaining the highest standard of quality; and, always maintaining the highest level of sanitation, in charge of closing Dining hall.

Transitioning to late night meals in snack bar area following menu and recipes ensuring freshness, quality and quantity needed, All daily prep needs for late night meal. Maintaining the highest standard of quality; and, always maintaining the highest level of sanitation, in charge of closing snack bar.

Observing safety rules is an important part of each job in the kitchen and this position requires strict observance of all safety instructions, posters and guidelines. Material Safety Data Sheets (MSDS) are available for all chemicals used in the kitchen.

Uniform items such as chef coat, apron, and hat, will be provided and must be always worn by employees.

The schedule for this position is afternoons and evenings. Schedule may occasionally vary based on catering and business needs.

ESSENTIAL JOB FUNCTIONS:

- Requires occasional lifting of up to 50 lbs. throughout the day
- Must be able to work on your feet for the entire length of the shift
- Must be able to work in extreme conditions of hot and cold (coolers, freezers, and hot equipment)
- Must be able to work on potentially hazardous surfaces (i.e., wet floors)
- Work with/around hazardous chemical solutions and cleaning supplies
- Must be able to read and extend standard recipes

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge in the operation of the following equipment: Ovens; Meat Slicer; Tilting Kettles; Commercial Mixer; Food Processor; Steamer; and, Stove Top
- Ability to recognize and maintain the highest standards regarding appearance and flavor of food served
- Completion of Sanitation Training Program (ServSafe)
- Maintain a clean and well-organized working environment

EDUCATION AND EXPERIENCE:

Required:

- High School diploma, GED or equivalent experience

Preferred:

- At least 2 years of related work experience

HOW TO APPLY:

Interested candidates should submit a complete applicant packet, which includes the following documents:

- online application for employment (found at www.bennett.edu)
 - click on "Quick Links" at the top of the home page
 - click on "Employment Opportunities"
 - click on "Click Here to Apply" and follow the instructions

The following are **required documents** to be attached to your application:

- cover letter
- resume

- unofficial transcripts from every college and university attended
 - official transcripts are required if an offer of employment is accepted

**ONLY COMPLETE APPLICANT PACKETS WILL BE ACCEPTED
NO PHONE CALLS PLEASE!**

We are an Equal Opportunity Employer

E-Verify, an online program which is administered through the Department of Homeland Security and the Social Security Administration, are used to verify employment eligibility.