



External
Position Title
UW System Title and Code
FTE
Position Information
University Staff Information
Department
Department Description
University Description
Position Summary

External  
Cook - **\*\*Multiple Vacancies\*\*** (Ongoing)  
Cook (DS004)  
75% (Full time during the academic year and opportunity to work in the summer)  
Work Location: UW-Stevens Point Main Campus, DeBot Dining Center/DUC Food Court  
Supervisor: Marty Kalepp, Residential Dining Chef  
Pay Schedule-range: Minimum \$15/hour based on qualifications and experience  
Shift: 40 hour/week during the academic year. Shifts vary 7 days/week. Extended hours may be necessary in the beginning of each semester due to student staff shortages. Some evening, weekend and holiday hours will be required. Opportunity for hours over the summer.  
Dining and Summer Conferences  
Dining and Summer Conferences (DSC) is a department within the Student Affairs Division and closely linked with the University Centers and Residential Living. DSC is under the direction of the Vice Chancellor of Student Affairs. DSC operates a comprehensive collegiate food service program delivering high quality, contemporary and innovative culinary services to meet the various needs of students, faculty, staff and visitors. The department provides a resident dining program for approximately 2,750+ meal plan participants as well as a retail food court, convenience store, coffee shops, and full-service catering for the campus community of approximately 7,800 students and faculty/staff/visitors. DSC's Mission: As a student-centered organization, the Dining and Summer Conferences team creates nutritious and sustainable meals, cultivates community, and enhances the educational experience on campus.  
Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit [www.joinuwsp.org](http://www.joinuwsp.org) for more information about UW-Stevens Point and [www.everythingpointshere.com/](http://www.everythingpointshere.com/) for more information about the Stevens Point community.  
This culinary team position ensures that dining standards are attained so customers have an enjoyable dining experience in any of our facilities. These operations include: Residential, Convenience Store, Food Court, Satellite and Catering locations of Dining and Summer Conferences. Among the standards are efficient, courteous service, proper sanitation procedures, proper use and care of food service equipment, and the production of quality, wholesome, and properly prepared foods according to standardized menus and recipes. These standards are maintained through a corps of student employees who receive training and leadership from this position. DSC is a unit under the Student Affairs Division of campus and is closely linked with the University Centers and Residential Living.



Required Qualifications	<ul style="list-style-type: none"> <li>•Ability to professionally and effectively communicate in high pressure situations</li> <li>•Ability to meet deadlines</li> <li>•Ability to work cooperatively with all staff members and the larger university community.</li> <li>•Thorough knowledge of food products and quality standards for foods.</li> <li>•Ability to independently coordinate and guide preparation activities on a large scale.</li> <li>•Considerable knowledge of sanitation and health precautions in food preparation and service.</li> <li>•Knowledge of efficient and safe use and cleaning of food service equipment e.g. ovens, fryers, grills, slicers, etc.</li> <li>•Knowledge of food production methods and procedures including sanitation, weights, and measures</li> <li>•Knowledge of cashier operations and cash handling procedures</li> <li>•The ability to obtain SERV safe Certification within three (3) months of hire and recertification within three months of expiration date.</li> <li>•Ability to pass a physical assessment per those physical requirements listed in the position description</li> </ul>
Preferred Qualifications	<ul style="list-style-type: none"> <li>•Ability to prepare food for special menus and adapt recipes as needed</li> <li>•Supervisory experience with 15 or more staff members per shift</li> <li>•Ability to read and interpret recipe information and production sheets from menu management system.</li> </ul>
How to Apply	Refer to the supplemental “How to Apply” document in the posting for more information.
Anticipated Appointment Date	As positions become available
Terms of Employment	This is an on-going University Staff position, non-exempt from the Fair Labor Standards Act. This position is required to serve a six-month probation period. Expectations for this position are full-time work during the academic year with an opportunity for hours over the summer.
Deadline	Applicants will be reviewed by supervisors upon submission of application.
Required Materials	<p><b>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</b></p> <ul style="list-style-type: none"> <li>- Online application</li> <li>- Contact information for three professional references</li> </ul>
Position Contact	<p>For additional information regarding the position, please call or email:  Marshall Lee- Chair, Search and Screen Committee  Email: <a href="mailto:mlee@uwsp.edu">mlee@uwsp.edu</a></p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, email <a href="mailto:human.resources@uwsp.edu">human.resources@uwsp.edu</a>.</p> <p>The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”</p>
Special Notes	<p>Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or <a href="mailto:hr@uwsp.edu">hr@uwsp.edu</a>.</p> <p>The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at <a href="http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx">http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx</a></p>



University of Wisconsin  
**Stevens Point**

2100 Main Street - Stevens Point, WI 54481  
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[Human.Resources@uwsp.edu](mailto:Human.Resources@uwsp.edu)

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.



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