



# Southwestern Community College Dining Services

1988 Newmark Ave. ♦ Coos Bay, OR 97420 ♦ Phone: (541) 888-7995 ♦ Fax: (541) 888-7639

## Extern & Student Chef Job Application



### Personal Information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### General Information:

<i>Check the appropriate box in response to the following</i>	<i>Yes</i>	<i>No</i>
<b>Review attached Extern/Student Chef Job Description. This can be a very physically demanding job with long periods of time on your feet and long periods of time doing repetitive motions. Is this something you can do without reservation? If you answered no to this question, please provide accommodation information with your application.</b>		
<b>Are you over the age of 18 years old?</b>		
<b>If hired, can you provide proof you are eligible to work in the United States of America?</b>		
<b>Do you have a valid ServSafe Certification?</b>		
<b>Do you have a valid Oregon Food Handler's Card?</b>		
<b>If you answered no to the two questions above, could you obtain one or the other within 30 days of hire?</b>		
<b>Do you have an OLCC Card?</b>		
<b>Do you have a state-issued Driver's License?</b>		

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*Scheduling Information:*

<i>Circle or fill in the appropriate information in response to the following</i>			
What type of employment are you looking for?	Externship		General Student Employment
What program/programs at OCCI do you plan to be enrolled in?	Culinary	Baking & Pastry	Dual Major
Are you planning on being enrolled in AM or PM classes at OCCI?	AM		PM
What is the earliest date you are available to begin work?	Date:		
What is the latest date you are available to work through?	Date:		Unknown
How many hours would you prefer to be scheduled per week?	10 - 19	20 - 31	32 - 40
What days of the week would you prefer to be scheduled to work?	Mon - Fri	Sat - Sun	No Preference
What shift would you prefer to be scheduled to work?	AM	PM	No Preference
Are there any days of the week that you cannot work?	Days you cannot work:		No
Are there any shifts that you cannot work?	Shifts you cannot work:		No

*Supplemental Questions:*

What interested you in applying for employment at Dining Services? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Why did you enter the Culinary/Baking & Pastry profession? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Why would you be an asset to Dining Services? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What attributes should an employee possess to be successful? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain the importance of multi-tasking and time management. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your level of experience and comfort with food service. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your level of experience and comfort with customer service. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Work History:*

**Employer:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Summarize Job Duties:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Are you eligible for rehire? (circle one)                      YES                      NO**

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**Employer:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Summarize Job Duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Are you eligible for rehire? (circle one)**                      **YES**                      **NO**

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**Employer:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Summarize Job Duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Immediate Supervisor:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Are you eligible for rehire? (circle one)**                      **YES**                      **NO**

*References:*

**Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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**Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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**Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**SOUTHWESTERN OREGON COMMUNITY COLLEGE  
EXTERN/STUDENT CHEF POSITION DESCRIPTION**

**Date:** July 2016  
**Status:** Non Exempt - Hourly  
**Reports To:** Executive Chef, Catering Director, Sous Chef

**PRIMARY PURPOSE:** Provides assistance, support and coordination to the Dining Services department under the direction of the Executive Chef, Catering Director and Sous Chef.

**ESSENTIAL JOB FUNCTIONS**

1. Assist in daily kitchen production including but not limited to: food preparation, customer service, food presentation, kitchen safety and sanitation.
2. Maintaining excellent relationships with customers including students, staff, faculty and the general public; maintain positive working environment and open channels of communication.
3. Assist Catering Director as necessary with the safe preparation, transport and set up of food items for catering events.
4. Must be flexible when dealing with issues and special requests while maintaining the highest standard of customer service. Excellent interpersonal skills with proven effectiveness in verbal and written communication are essential.
5. Model and ensure diversity (respect, inclusiveness, reflecting, valuing, and welcoming cultural differences) in all position responsibilities regardless of race, ethnicity, religion, gender, social class, and sexual orientation, ability, nationality, age, language, origin, or employment status.

**MARGINAL JOB FUNCTIONS**

1. Attend meetings and training sessions as directed.
2. Perform other related job duties as assigned.
3. Follow all safety procedures and maintain work area in a clean and orderly manner.

**OTHER ERGONOMIC REQUIREMENTS**

Current office design requires the employee to reach, bend, lift, stoop, crouch and perform similar functions while performing essential and marginal job functions. The position requires frequent lifting of up to 35 pounds and some lifting up to 50 pounds with or without assistance. Ability to stand and/or sit and continuously perform essential job functions for entire shift with breaks/lunches per current Oregon Labor Laws. The position requires the ability to process information using computer methods and technology less than 50% of the work time. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the essential functions above.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Required ability to behave in a professional, businesslike manner; exercise good judgment at all times and interact with internal and external constituencies in a manner that consistently builds positive relationships.
2. Ability to work effectively and sensitively with individuals of diverse cultural backgrounds and perspectives, and abilities.
3. Requires the ability to perform all of the duties of the position effectively and efficiently with supervision. Ability to work with time deadlines.
4. Ability and willingness to manage a flexible work schedule, including various hours and possible weekends/evenings and holidays.
5. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.

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6. Ability to communicate effectively, both orally and in writing, using the English language with or without the use of an interpreter.
7. Ability to read, review, understand and apply concepts presented in training programs, conferences, federal regulations, professional literature and other related materials pertaining to federal grants.

### **QUALIFICATION STANDARDS:**

Successful applicants for this position must possess the following knowledge, skills and abilities, or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

1. Must be working toward completion of Associate Degree in Culinary Arts and/or Baking and Pastry Arts with Oregon Coast Culinary Institute.
2. Ability to obtain a valid food handler's card and Oregon LCC server permit.
3. Hold or ability to obtain a current valid Driver's License.
4. Familiarity with state health department regulations and industry standards for safety and sanitation is required.

### **NON-DISCRIMINATION:**

It is the policy of Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact Vice President of Administrative Services in Tioga 512. Phone 541-888-7206 or TDD 541-888-7368. All other issues, concerns, and complaints should also be directed to the Vice President of Administrative Services for referral to the appropriate administrator

SOUTHWESTERN OREGON COMMUNITY COLLEGE IS AN ADA/AA/EEO EDUCATOR AND EMPLOYER.

### **EXTERN/STUDENT CHEF RESPONSIBILITIES**

Externs/Student Chefs are employed directly by SOCC Dining Services. This employment fulfills externship requirements for graduation from OCCI. Externs are required to sign a formal agreement stating that they are accepting the externship job position with SOCC Dining Services. They are held to a specific code of conduct described in the externship agreement provided by OCCI and laid out in the OCCI Student Handbook prior to starting work at SOCC Dining Services.

Externs/Student Chefs are employed for the length of the term or until they successfully complete the requirements as mandated by OCCI. Externs may be asked to stay on for a longer length of time to train new externs or to fill potential vacancies due to lack of available externs, or to continue education as a Sous Chef.

It is the expectation that Externs/Student Chefs shall dress in full uniform, unless otherwise directed.

Externs/Student Chefs are permitted two absences for the duration of their externship. Two late arrivals count as an absence. A late arrival of more than 30 minutes is considered an absence. More than two absences can result in termination and the extern will not complete their externship with SOCC Dining Services. Special circumstances are addressed on a case-by-case basis. The Externship Coordinator/Executive Chef will make an assessment and render a decision based on each situation, separately. It is the responsibility of the individual to find a replacement in the event of an absence. It is expected that best efforts will be made to inform the Externship Coordinator/Executive Chef, Catering Director and/or Sous Chef at least 24 hours prior to an absence.

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