Dining and Culinary Services
Food Service Assistant 3
Pay Schedule 03-10
CPO 98014

Type of Employment: Full Time (40 hours/week)

Location: Gordon Dining and Events Center, 770 W Dayton St., Madison, WI 53715
Click here to see a campus map

Department: Dining and Culinary Services

Compensation:
- Employees who transfer using this process will maintain their current base pay rate and benefits.

Schedule:
- Week 1:
  - Sunday: 1:30p – 10:00p
  - Monday: Off
  - Tuesday: 1:30p – 10:00p
  - Wednesday: 1:30p – 10:00p
  - Thursday: 1:30p – 10:00p
  - Friday: 1:30p – 10:00p
  - Saturday: Off
- Week 2:
  - Sunday: Off
  - Monday: 1:30p – 10:00p
  - Tuesday: 1:30p – 10:00p
  - Wednesday: 1:30p – 10:00p
  - Thursday: Off
  - Friday: 1:30p – 10:00p
  - Saturday: 1:30p – 10:00p

- Some change of shift hours may be necessary based on operational needs.

Requirements for Transfer:
- Must be currently employed in the same title as the vacancy.
- Cannot currently be serving a probation.
- Cannot have any discipline within 12 months prior to the request.
- Must be qualified to perform the work of the new job.
- Cannot have transferred via the BCMS process within 6 months prior to the request.

Position Summary:
The Division of University Housing is committed to providing an exceptional workplace for its workforce of approximately 450 career staff members and over 2,000 students. University Housing provides an inclusive and safe working environment that promotes engagement, empowerment, and professional development. University Housing operates nineteen residence halls across the University of Wisconsin-Madison campus, providing a home to over 7,400 undergraduate students. We also operate three apartment communities, serving about 3,000 graduate students, academic staff, postdoctoral researchers, faculty, and their families. In addition, we manage seven dining venues across campus, and provide conference group and youth camp housing throughout the summer months.

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close as our services must be maintained at all times.

University Housing values diversity and is an Equal Opportunity/Affirmative Action employer.
University Housing is divided into six main departments: Administration, Dining & Culinary Services, Residence Hall Facilities, Residence Life, Technology Services, and University Apartments. Whether we’re launching new academic support services, testing out a new recipe, renovating resident rooms, organizing welcome events, cleaning our facilities, or inviting a new summer youth camp to campus, everything that we do is to support the mission of the University and fulfill University Housing’s goal to be, “The place everyone wants to live.”

Dining and Culinary Services has locations in six buildings throughout campus including Markets, Convenience Stores, Catering, and Coffeehouses. Dining and Culinary Services provides affordable and innovative dining options to residents, guests, and staff.

Under the general supervision of the Food Service Manager, this position is responsible for assisting in leading the unit to the goal of creating exceptional customer experience with extraordinary food in all service areas. Duties will include the service of food to customers, production and distribution of food and supplies, catering production and services, cleaning of production and service areas, equipment and dishes, as well as the directing and coordinating the work of student staff. Must have the ability to communicate with all staff and customers. This position’s daily responsibilities will include, but are not limited to preparation, production and service of a variety of hot and cold food items, using organizational tools and recipes, as well as a variety of preparation and cooking techniques.

Click here for a complete position description.

How to Apply:

- Submit a Request to Transfer Form to University Housing Human Resources by 4:30pm on Thursday, March 3, 2016. Applicants must indicate the specific position number on the form.
- Forms can be emailed to hr@housing.wisc.edu, faxed to 608-265-8724, or mailed or dropped off at the University Housing Human Resources office at 625 Babcock Dr., Room 34, Madison, WI 53706.
- Call Human Resources at 608-262-2766 or email hr@housing.wisc.edu for questions or more information.