

SOUTHERN UNION STATE COMMUNITY COLLEGE

Dr. Amelia Pearson, Interim President

INTENT TO EMPLOY

November 6, 2009

POSITION:

Cafeteria Worker/Concessions

DUTIES:

Under general direction, prepares and cooks salads, meats, vegetables, and desserts for consumption in the college cafeteria or concession; serves food and beverages; and performs general cleaning and maintenance of the kitchen, cafeteria, and concession area.

1. Prepare food according to prescribed menus to ensure nutritious and tasteful meals.
2. Prepare food and operate the concessions for college athletic events.
3. Efficiently serve food and beverages from counters and steam tables to patrons in a polite and friendly manner.
4. Maintain kitchen, cafeteria, and concessions by cleaning and sanitizing as directed.
5. Wash, sanitize, and store all dishes and utensils.
6. Stock shelves, cooler, and freezer.
7. Assist other food service employees as needed.
8. Perform other related tasks to facilitate food service activities efficiently and effectively.

QUALIFICATIONS:

1. High School Diploma or GED required.
2. Training and / or experience in institutional cooking preferred
3. Ability to work flexible schedule.

SALARY:

Commensurate with education and experience according to State Salary Schedule H25 (\$9.63 - \$12.87 per hour).

BASE:

Base location is Wadley

APPLICATION

DEADLINE:

November 20, 2009 at 3:00 p.m.

STARTING

DATE:

As soon as possible after deadline.

Wadley Campus
P. O. Box 1000
Wadley, AL 36276
256/395-2211

Opelika Campus
1701 LaFayette Pkwy.
Opelika, AL 36801
334/745-6437

Valley Campus
Fob James Drive
Valley, AL 36854
334/756-4151

**APPLICATION
PROCEDURE:**

A complete application consists of:

1. A Southern Union State Community College application.
2. An updated resume.
3. Copy of high school diploma or equivalent or transcripts of all high school work (unofficial copies will be accepted before deadline, but official transcripts must be received prior to offer of employment).

Current full-time employees should submit a letter of intent addressing the minimum qualifications and an updated resume.

SUSCC applications are available at the Alabama State Employment Service and www.suscc.edu. Application materials may not be submitted by fax or email. Only complete application files received by the close of business on the deadline date at the following address will be given consideration:

Southern Union State Community College
ATTENTION: Human Resources Department
P.O. Box 1000
Wadley, AL 36276
Telephone: 256/395-2211

Applications will be reviewed by a selection committee; qualified applicants will be interviewed by telephone and/or in person; three finalists will be recommended to the college President for consideration. Applicants must adhere to the college's prescribed interview schedule, travel at their own expense, and be willing to complete additional required application materials.

In accordance with the Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable \$45.00 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Southern Union State Community College is an equal opportunity employer. It is the official policy of Southern Union State Community College that no person shall, on the grounds of race, color, gender, religion, creed, national origin, age, or disability, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment. Southern Union State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.