

**Posting Details**

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Posting Number:	0000007
Posting Type:	External
Job Title:	Cook's Helper - Academic Year
Position Title:	Cook's Helper
Position Type:	Classified
Pay Grade:	309CA
Pay Range:	\$29030-\$30971
Starting Salary:	\$29030
Work Schedule:	Monday-Wednesday 12:00 p.m. - 7:30 p.m. Saturday/Sunday 8:30 a.m. - 6:30 p.m. Thursday/Friday Days Off Academic Year (20 pay periods pro-rated salary)
Hours in a Work Week:	40 Hours/week
Location:	Donovan Dining Center
Position Overview:	
Division:	Rhode Island College
Section:	Administration & Finance
Unit (College Department)	College Dining Services
Position Status:	No Response

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End Date of Temporary, Limited or Restricted Position:

11-06-2010

Full-Time/Part-Time:

Full Time

Name of Bargaining Unit:

ASFME Local 2878

Duties and Responsibilities:

As assigned to work as helper under the close supervision of a cook by performing the following duties as: to wash, peel, chop, dice, or grind vegetables, fruits, and other foods for salads; to do other simple work in food preparation such as: making toast, grilling bread, chocolate; preparing cereal, cooking eggs; making sandwiches; stirring soups or other vegetables; to assemble diet trays and as instructed arrange food to be served to patients; loads food onto food trucks or places food in receptacles; to set up dining tables for service; and as required to serve food to persons seated at steam tables; to collect trays, soiled dishes, cutlery, glassware, etc. after meals; to (swill) of scrap or leftover foods; to wash dishes manually or in an automatic dishwasher machine and to wash cutlery and glassware and to put them in their designated storage; to clean and wash food trucks, dishwashing machines, iceboxes, wall units and other kitchen equipment and utensils; to clean and wash down the kitchen and related dining areas; and to do related work as required.

As assigned to work as a helper under the close supervision of a baker by performing the following duties as: to assemble materials and to weigh, measure, and as instructed mix ingredients by hand or in an electric powered mixing machine to roll dough, and fill pans with batter; to place goods to be baked in, and remove them from ovens to perform packaging; to carrying materials to a baker or to machines, depositing ingredients in containers; to lining pans with greased paper or other appropriate lining; to move racks of dough and/or batter, or baked goods to and from ovens; to clean bakery equipment and utensils and to do related work as required.

As assigned, to work in the central food processing plant by performing such duties as: to work as a helper to cooks, bakers and meat cutters in performing such tasks as: portioning, packaging and transporting of materials, to operate a pan and rack machine; to wash pots and pans; to clean work areas and refrigerators; and to do related work as required.

Skills, Knowledge and Abilities:

A familiarity with the methods and procedures applied in the cooking or baking of food service and in cleaning of kitchen or bakery areas; the ability to understand and follow simple verbal or written directions; the ability to exercise care in the handling and storing of cooking or baking equipment, and glassware; and related capabilities.

Required Qualifications:

Education: Sufficient to follow simple verbal directions; and

Experience: Such as may have been gained through: employment as a helper in a bakery in a hospital, hotel or restaurant which required the performance of food preparation, food service and various tasks incidental to the preparation of food in a kitchen or bakery, and food service in a dining room or cafeteria.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Preferred Qualifications:

Civil Service List? No  
If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.

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Priority given to applicants who apply by:

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Closing Date: 02-03-2010  
Includes grace period, if applicable

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Required Applicant Documents:

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Document Instructions: PLEASE READ CAREFULLY  
All required documents must be attached to your on-line application and in field. Acceptable document formats are Word or PDF files (other formats may or not work and are not recommended). Multiple documents must be combined document before attaching. Only documents attached to your on-line application shared with search committees. Documents mailed, emailed or faxed separately accepted or acknowledged unless otherwise instructed in the posting. Application dossier service such as Interfolio, please contact the dossier service for specifications prior to completing your application. On-line applications that do not meet the requirements upon the posting closing date WILL NOT BE CONSIDERED even if application has been confirmed.

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Special Instructions to Applicants:

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General Information to Applicants (Classified Postings): E-VERIFY PROGRAM EMPLOYER INSTRUCTIONS:  
A. STATE EMPLOYEE LATERAL BIDDER:  
Bids are now being accepted for the position(s) indicated. If you are currently in State classification and wish to bid, please complete fully the CS-14 Application Form and 378 Affirmative Action Card. Remember to include, either on the application form or in a separate letter, both the File Position Title and Number.  
Most Important - Please include the following information:  
The title of the position for which you are applying  
Title of your present position and date you entered it  
Date you entered State service  
Name of department where you are currently employed  
Your business telephone number  
Present Union Affiliations  
In certain agencies, bargaining union applicants will receive preferential consideration according to contract.  
B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:  
If indicated above that no civil service list exists for this position, you need not be on a list of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer the questions on the application form, you may delay consideration of your application.  
C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:  
Reasonable Accommodations: If an applicant is unable to perform any essential function of the position because of his/her disability but can achieve the required results by means of a reasonable ACCOMMODATION, then the individual shall not be considered unqualified for the position.  
Medical Information: Any medical exams required for this position will be performed at the applicant's expense.

conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

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Environmental Conditions:

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**As an Affirmative Action/Equal Opportunity institution which values and is committed to expanding the diversity of the College invites members of protected classes, including minorities and persons with disabilities to identify themselves as such at the time of application.**



# Rhode Island College

## EMPLOYMENT OPPORTUNITIES

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We are pleased to provide applicants with a new quick and easy method for applying for positions at Rhode Island College through the use of the PeopleAdmin Applicant Tracking system. PeopleAdmin is an automated applicant system that allows applicants to search for open positions, apply online, review the status of their application and edit their profile with ease.

Rhode Island College has posted the following position(s):

**Senior Cook**

**Cook's Helper (3 positions)**

Applicants may obtain position details and apply on-line for each position listed by logging on to the following web site:

<https://employment.ric.edu/applicants>

Effective **November 2, 2009**, Rhode Island College will no longer accept paper applications/resumes and related material for positions posted after that date. Applicants who need access to a computer may use one during business hours in the James P. Adams Library or the Office of Human Resources.

### **We are an E-Verify Employer**

**As an Affirmative Action/Equal Opportunity institution which values and is committed to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.**