

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION	Dining Services Kitchen Worker, (Part-Time, Non-Benefitted)
APPLY BY	Open Until Filled
HIRE DATE	Determined Upon Hire

DIVISION	Dining Services
REPORTS TO	Dining Services Manager
CLASSIFICATION	Hourly (Non-Exempt)
POSTING DATE	March 17, 2026

SUMMARY

This position performs standard tasks in support of college operations in Dining Services. Responsibilities will focus on the kitchen and may include following recipes and dietary needs in preparing and cooking food, maintaining cleanliness of work areas, maintaining records and accounts, coordination of kitchen staff, and planning menus for food served. There will be times in which this position will be asked to assist with evening catering needs of the College.

This position is regularly scheduled Monday–Friday from 10:00 a.m. to 2:00 p.m., with occasional flexibility to support catering needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Prepare food in accordance with dietary needs, recipes, menus, and contracts.
- Handles and rotates food (e.g., meat, fish, and poultry) and retail products according to FDA and State food safety, and handling rules and regulations ensuring that food is fresh and cooked appropriately.
- Cleans food prep areas and sanitizes equipment, utensils, kitchen, and dining areas according to State health codes and sanitation practices.
- Execute and oversee all production for the next day, which includes salad, to-go food, catering, and any other food preparations.
- Performs other related duties.

TRAINING AND EXPERIENCE

- High School Diploma or equivalent (G.E.D.) and 1 year of related experience; or an equivalent combination of education and experience.
- Ability to work effectively in a team-based, quality environment and provide exceptional customer service.
- Ability to effectively communicate, both orally and in writing.
- Must be service minded, adaptable, and self-motivated.

KNOWLEDGE

- Food handling, preparation, and storage practices and principles.
- Food preparation and cooking practices and techniques.
- Applicable kitchen tools and equipment.
- Cleaning and sanitizing practices.
- Safe work practices.
- Customer service principles and practices.
- Health department regulations.

SKILLS

- Preparing and cooking food.
- Using applicable kitchen tools and equipment.
- Handling and storing food.

- Cleaning and sanitizing kitchen and dining equipment, utensils, and facilities.
- Reading and following recipes.
- Preparing and maintaining records.
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.
- Basic computer skills in order to use Point of Sale Software, Word, and Excel

PHYSICAL REQUIREMENTS STATEMENT

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.
- While performing the duties of this job, the employee is frequently required to talk, hear, walk, stand, sit, fully use two hands, see, and use repetitive movements.
- May be required to use arms above head.
- Specific vision abilities required by this job include close and distant vision.
- The employee is occasionally required to stand, bend or stoop, and kneel or squat.
- The employee must occasionally lift up to 25 pounds.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs
For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

If you need an accommodation, call 608.822.2632 (TDD: 608.822.2072) or email disabilityservices@swtc.edu

WAGE BAND: A13 - Hourly Range: \$19.56 - \$23.11

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.