Job Description

Join NDSU Dining and help feed the herd! Located in the heart of NDSU's campus, enjoy state-of-the-art facilities and a fun, lively environment. Our team members help create a culinary experience by preparing and serving food for NDSU students, faculty, staff and guests. In addition, the Lead Caterer position will assure excellent service and customer experiences for catering events across campus. In this position, you are guaranteed 40 hours per week with 10 paid holidays, plus paid vacation and sick time. NDSU provides unbeatable benefits, including fully funded family health insurance, tuition discounts for yourself and family, and retirement contribution up to 12.26%.

Position Description & Details:
Performs all necessary Catering and Event duties to provide excellence in catering and event service to customers. Executes all necessary tasks to assure a high degree of cleanliness, quality and sanitation in catering, event and food service areas. Maintains all equipment used in foodservice operations in an acceptable and sanitary condition. Assist with inventory, and provide leadership for the recruitment, selection, training, supervision and evaluation of student staff. Responsible for the enforcement of departmental and University policies and procedures. Serve as a role model and leader for staff in customer service, teamwork, communication and professionalism.

Work Schedule: Monday through Friday, along with regular weekends and evenings as necessary to provide service for events.

Advertised Salary: $20.00/hour + DOE

Minimum Qualifications:
- Minimum 1 year experience in a food service operation/catering.
- Valid Driver’s License and the ability to drive a truck with a lift.
- Ability to meet the physical requirements of the position
- Excellent interpersonal skills
- Excellent customer service skills
- Good oral and written communication skills

Preferred Qualifications:
- Food Safety Certification preferred

Applicant Materials Required:
- Resume / Work History

Benefits:
NDSU offers a comprehensive benefits package which includes single or family health insurance coverage with premiums paid for by the university -- with an effective date for new employees the first of the month following date of hire. Other benefits include: wellness benefits, basic life insurance, retirement plan, tuition waiver, annual leave, EAP, sick leave and holiday pay. Optional benefits include: supplemental life, dental, vision, long-term care insurance, flexible spending account, and supplemental retirement plans.

About Us:
North Dakota State University is distinctive as a student focused, land-grant, research university. We educate leaders who solve national and global challenges by providing affordable access to an excellent education that combines teaching and research in a rich learning environment.

NDSU is in the highest Carnegie Classification of Institutions of Higher Education, R1, granted to the top research institutions in the country.

NDSU has offices across the state of North Dakota, and the main campus is in Fargo, on the Minnesota border. Along with Moorhead, Minnesota, Fargo forms one of the largest metropolitan centers between Minneapolis and Seattle. The community is consistently ranked as one of the best places to live.

No Smoking Notice:
As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.

EO/AA Statement:
North Dakota State University is an Equal Opportunity employer and all qualified applicants will receive consideration for employment without regard to age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable.

Veteran's Preference Notice:
This position is subject to North Dakota Veteran’s Preference requirements.

Reasonable Accommodation Information
North Dakota State University is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application process, please contact Human Resources at 701-231-8961 or ndsu.hr@ndsu.edu.