

### **Food Service Worker - 40 hours**

Knox College invites applications for a Dining Services - Food Service Worker. This is a 40 hour per week, 10 month position with varied shifts, including evenings, weekends and holidays.

Primary responsibility of the Food Service Worker is to serve, arrange, supply and prepare made to order high quality food items following established standards and preparation directions. Ability to use proper food handling and sanitation practices and how to safely operate and maintain kitchen equipment, including good knife handling skills are required. Must be able to follow instructions and work closely with fellow Dining Services staff, as well as ability to direct and assist student and temporary employees. This position is 40 hours per week, 10 months and may work varied shifts including holidays, evenings and weekends. May work in any or all dining service areas and units.

#### **Qualifications:**

- Previous high volume counter service experience or general food preparation experience required.
- High school diploma or equivalent required.
- Must have basic math skills, and be able to read and follow instructions.
- Sanitation certification highly desirable.
- Ability to move or lift up to 50 pounds.
- Ability to pass a background check.

To apply, please send cover letter, resume, Employment Application (found at: [www.knox.edu/employment-at-knox](http://www.knox.edu/employment-at-knox)) and the names of three professional references to: Human Resources, Knox College, 2 East South Street, Box K-200, Galesburg, IL 61401; or submit online to: [hr@knox.edu](mailto:hr@knox.edu).

Knox College is a nationally ranked, private, residential liberal arts college of 1,400 undergraduate students located in Galesburg, Illinois. Founded in 1837 by social reformers strongly opposed to slavery, Knox was one of the first colleges in the United States open to all, regardless of race, gender, and financial means. With a campus population of remarkable diversity that includes students from 48 states and 51 countries, significant representation of first-generation college students, and substantial cultural and racial-ethnic diversity, Knox is a vibrant and creative community.

#### **Notice of Non-Discrimination**

In keeping with its commitment to equal rights since it was founded in 1837, Knox College particularly welcomes applications from members of underrepresented groups. Knox College does not discriminate on the basis of sex, pregnancy, gender identity or expression, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status, or other status protected by applicable federal, state, or local law in admission, financial aid, employment, athletics, or any other aspect of its educational programs or activities. In addition, Knox College is prohibited by Title IX of the Education Amendments of 1972 and its accompanying regulations from so discriminating on the basis of sex.

Any inquiries regarding Title IX or the College's policies that prohibit discrimination should be directed to the Title IX Coordinator identified below. The Coordinator will be available to meet with or talk to

students, staff, and faculty regarding issues relating to Title IX and this policy.

**Lead Title IX Coordinator**

Kimberly K. Schrader

Old Jail 12 | Campus Box K-209

[309-341-7751](tel:309-341-7751) office | [309-337-6536](tel:309-337-6536) cell

[kschrade@knox.edu](mailto:kschrade@knox.edu)

**Deputy Title IX Coordinator**

Crystal D. Bohm

Associate Vice President of Human Resources

Administrative Services Center 109 | Campus Box K-200

[309-341-7200](tel:309-341-7200) office

[cdbohm@knox.edu](mailto:cdbohm@knox.edu)

Individuals may also contact the U.S. Department of Education's Office of Civil Rights for additional information.

**Office for Civil Rights**

U.S. Department of Education-Chicago Office

500 W Madison St., Suite 1475

Chicago, IL 60661-4544

Telephone: [\(312\)730-1560](tel:(312)730-1560)

Email: [ocr@ed.gov](mailto:ocr@ed.gov)