Positions available as of October 22, 2007:

****CLASSIFIED/OPEN AND PROMOTIONAL****

The following positions are available to all qualified individuals:

PRODUCTION CHEF (CS07-079): $2,272-$2,935. This is an open and promotional recruitment being conducted to fill an upcoming vacancy. Recruitment period is from October 19th through October 26th, 2007.

General Duties: This position resides within the Cook Lead classification and will perform skilled cooking duties and lead food preparation. A complete job description is available on the EWU website.

Special Note: This position has a nine (9) month term of employment and will be required to work day, evening, and/or weekend shifts. This position, during the course of university employment, will be involved in the receipt of, or accountability for, university funds or other items of value. Successful applicants may be required to pass a background check and must possess a health permit. The successful candidate for this position will also have a valid Washington Driver’s License. This is an Agency Shop position working an alternate schedule, which could include evenings and weekends.

Minimum Qualifications: Possession of, or eligible for, a food handler’s permit AND one year of experience as Chef/Cook or equivalent education/experience in high volume food service. Additionally, as Eastern is committed to increasing and retaining the diversity of its faculty, staff, students and programs, consideration will be given to individuals with experience with and/or interest in diverse populations, cultures and nationalities.

Application Procedure: Contact the Human Resources Office to have an application packet mailed or faxed. Applications may also be printed from the Human Resources web page. Submit EWU application by 5:00 PM on the closing date to the address listed below.
Eastern Washington University is a comprehensive public university and is Washington State’s fastest growing public institution. With more than 70,000 alumni, many in the region, we are a driving force for culture, economy and vitality of the Inland Northwest region. Over 10,000 students, 800 staff and 600 faculty make Eastern their destination of choice for learning opportunities and professional achievement in high-quality liberal arts and professional programs offered in Spokane, Bellevue, Everett, Kent, Seattle, Shoreline, Tacoma, Vancouver and Yakima, as well as our beautiful campus in Cheney. The city of Cheney offers a safe, small-town atmosphere 20 minutes from Spokane, Washington’s second largest city and outstanding four-season recreational opportunities.

BULLETIN INFORMATION: This bulletin, which is published each Monday as positions become available, lists administrative, athletic and classifies staff positions at Eastern Washington University. Applications will only be accepted for positions listed during the dates and times indicated on this bulletin.

Changes and/or modifications to this bulletin will be posted in the glass bulletin board on the first floor of Showalter Hall and outside of the Office of Human Resources, Showalter Hall, and Room 314. Applicants are encouraged to use the 24-hour job hotline at (509) 359-4390 for up-to-date information regarding positions available at Eastern Washington University or access our webpage at the address at http://www.ewu.edu/HRHome or http://www.ewu.edu/jobsnow.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA: Applicants must meet the minimum qualifications in order to be considered for any position listed. Meeting the minimum qualifications does not guarantee successful completion of the application process. Applicants may also be required to meet additional selection criteria in order to be considered for an interview.

SPECIAL ACCOMMODATIONS: Eastern Washington University strives to satisfy all requests for special access needs for persons with disabilities. Requests for such accommodation are welcome and may be made by calling Human Resource Services at the number listed below.

QUESTIONS? For questions regarding information contained within this employment bulletin please call (509) 359-2381.

Eastern Washington University is committed to increasing and retaining the diversity of its faculty, staff, student and academic programs. We are an affirmative action/equal opportunity employer. Applications from members of historically underrepresented groups are especially encouraged.

The successful candidate will be required to show proof of eligibility to work in the United States pursuant to Immigration and Naturalization Services law.

Federal Regulations (34 CFR Part 668) require that all prospective employees be notified regarding the availability of the Campus Safety and Security Report. This report contains comprehensive information and statistics on campus crime and safety for the three most recent calendar years, as well as policies and procedures for reporting crimes, policies concerning the security of and access to campus facilities, policies concerning campus law enforcement, and campus safety and crime prevention programs. Information on this report is available upon request from the EWU University Police Department (509-359-2777) or from the EWU Web site (http://www.ewu.edu/x2142.xml/).

PLEASE POST AND DISTRIBUTE
EASTERN WASHINGTON UNIVERSITY
HUMAN RESOURCES SERVICES

INSTRUCTIONS FOR CIVIL SERVICE APPLICANTS

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION PACKET FOR THIS POSITION.

APPLICATION PACKET: Each application packet will consist of an application form and material specific to the position available. The complete application packet must be received in the Human Resources Office by the closing date shown on the recruitment notice. Applications mailed must be postmarked on the closing date and received within three days to be considered. There are no exceptions to this rule.

Applications may be typed or handwritten, provided they are clear and legible. Be sure to answer all the questions and/or provide all requested application materials. Sign your application and keep a copy of your application packet. Eastern Washington University will not provide copies of applications on file.

Additional information may not be added to your application packet after the closing date.

MINIMUM QUALIFICATIONS: Before you submit your application be sure that you meet the minimum qualifications stated in the recruitment notice and list all experience that shows you meet them. Applicants who do not meet the minimum qualifications will not have their supplemental applications rated.

ADDITIONAL APPLICATION MATERIALS: The additional application materials will be used to rate your experience as it relates to the job. The ratings will determine whether you are considered further.

Be sure to review the request for additional application materials carefully and state all of your relevant experience and training for each item. You cannot be given credit for experience or training you do not tell us about. Incomplete or unclear information may lower your rating.

INTERVIEW/ORAL BOARD: If you are among the top group of applicants to be considered further, you may be invited to an interview/oral board. This will verify your background and experience as it relates to this position.

EXAMINATION RESULTS: You will be notified in writing of the status of your application. If you have questions regarding your final status call the Office of Human Resources at (509) 359-2384 or email via hr@mail.ewu.edu. You may request a formal review of your application within 15 days after you are sent the results.

ELIGIBLE LISTS: If you pass the entire examination, your name will be placed on the appropriate eligible list. This list will be used to fill openings in the job for which you applied.

Permanent status classified employees may receive preference over outside applicants.

Revised – 7/12/05
EASTERN WASHINGTON UNIVERSITY
HUMAN RESOURCES SERVICES

JOB REFERALS: Your name will be referred to the employing department if you are among the top group of applicants. The employing department will contact you if you are selected for an interview.

VETERANS PREFERENCE: You must submit a copy of your DD214 form in order to receive any veterans preference in the recruiting process.
**Eastern Washington University**

**APPLICATION FOR EMPLOYMENT**

Eastern Washington University is an affirmative action/equal opportunity employer and applications from members of historically underrepresented groups are especially encouraged.

**Date ________________________________**

**Position Title ___________________________________________**

**Recruitment No. _________________________________**

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### Personal Data

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Telephone</th>
<th>Business or Message Telephone</th>
<th>Who Referred You to Us?</th>
</tr>
</thead>
</table>

- Have you ever worked at this University or any other Washington State Agency?
  - □ No  □ Yes  If yes, give Agency and Dates
- Can you prove eligibility to work in the United States pursuant to Immigration and Naturalization Services law?
  - □ Yes  □ No
- In case of emergency notify: Name, Address, and Telephone
- Name, Relationship, Position, and Department of Relative(s) working at the University

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### Education

<table>
<thead>
<tr>
<th>High School or Name of School Where GED Received</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
<th>Major</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>College or University (Undergraduate)</th>
<th>Institution and Location</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
<th>Major</th>
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<table>
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<tr>
<th>College or University (Graduate)</th>
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<tr>
<th>Technical, Business, or Other</th>
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### Military

- Have you served in the Armed Forces?  □ No  □ Yes
- Branch
- Entrance Date
- Discharge Date
- Total Active Duty Years/Mo/Days
- Final Rank or Grade
- Present Military Status
- Veterans Discharged Honorably May Claim Veteran’s Preference. Do You Claim Such Preference?  □ No  □ Yes
- Describe Your Duty Assignments
# Employment Record

List Present or Most Recent Employer First
Use Additional Sheet If Needed

<table>
<thead>
<tr>
<th>Employer</th>
<th>Title and Duties</th>
<th>Reason for Leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firm Name</td>
<td>From Mo Yr</td>
<td>To Mo Yr</td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State and Zip Code</td>
<td>Hours Worked Per Week</td>
<td></td>
</tr>
<tr>
<td>Type of Business</td>
<td>Salary Start</td>
<td></td>
</tr>
<tr>
<td>Supervisor and Telephone</td>
<td>Last</td>
<td></td>
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<tr>
<td>Firm Name</td>
<td>From Mo Yr</td>
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<td></td>
</tr>
<tr>
<td>Supervisor and Telephone</td>
<td>Last</td>
<td></td>
</tr>
</tbody>
</table>

- Are you presently employed? [ ] No [ ] Yes
- May we contact your employer(s)? [ ] No [ ] Yes

List Professional Licenses or Permits. Include Driver’s License.

**References** (Indicate references who have first-hand knowledge of your character, ability to work effectively with people, and other professional abilities.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and Telephone</th>
<th>Title</th>
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</thead>
<tbody>
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</table>

1. Bonding requirements for certain positions require that the incumbent have no record of conviction of a felony. Would you be able to meet such a requirement? [ ] No [ ] Yes
2. If not, was the date of conviction within ten years of the date of this application? [ ] No [ ] Yes

If Question No. 2 was answered “Yes,” please explain.

I certify that what is written on this form and the attachments is true to the best of my knowledge. Furthermore, I attest under penalty of perjury that my answer to the question regarding eligibility to work in the United States is true and correct. I authorize the University to obtain information from any source necessary for an employment decision. I understand that neither this document nor any offer of employment from the University constitutes an employment contract unless a specific document to that effect is executed by the University and employee in writing. If employed, I understand that false or misleading information given in my application materials or interviews may result in discharge. I understand, also, that I am required to abide by all University rules and regulations.

Signature ___________________________ Date ___________________________
Eastern Washington University is an affirmative action employer. In order to assist us in meeting our affirmative action commitments and providing the necessary reports to federal and state agencies, we would appreciate you providing this information. All information will be maintained confidentially. Thank you for your cooperation.

Position Applying for: ____________________________________ Phone: _________________________________________________

Last Name: _____________________________________________ First Name: _____________________________________________

Street Address: ____________________________________________________________________________________________________

City: ___________________________ State: ___________ Zip: ______________

Sex: Male / Female Age 40-70: Yes / No

Please describe yourself in terms of race, tribe, ethnicity and/or national origin:

Race/Tribe

- (597) American Indian/Native American
- (600) Asian/Pacific Islander (Circle One)
  - Aleut
  - Chinese
  - Eskimo
  - Filipino
  - Japanese
  - Hawaiian
  - Korean
  - Samoan
  - Thai
  - Vietnamese
  - Other: ____________________________

- (800) White/Caucasian
- (870) African American/Black
- (999) No, not Hispanic
- (703) Yes, Hispanic (Circle One)
  - Cuban
  - Chicano
  - Mexican American
  - Mexican
  - Puerto Rican
  - Other:  ___________________________

Complete the information below and provide a copy of your DD214 form if you wish to claim veteran’s preference:

Military Status  
- [ ] Non Veteran  
- [ ] (DO) Disabled Other Veteran  
- [ ] (DV) Disabled Vietnam Vet  
- [ ] (OV) Other Veteran  
- [ ] (OV) Persian Gulf War Veteran  
- [ ] (SV) Spouse of Deceased Vet  
- [ ] (VV) Vietnam Era Veteran

Additional Military Info. (if you received a campaign badge/medal)
- [ ] (OV) Crisis in Lebanon  
- [ ] (OV) Invasion of Grenada  
- [ ] (OV) Operation Joint Endeavor  
- [ ] (OV) Operation Just Cause  
- [ ] (OV) Operation Restore Hope  
- [ ] (OV) Operation Uphold Democracy

Dates of Active United States Military Service: _________________ Type and date of discharge: ________________________________

Education: Year Obtained Institution Major
- [ ] (04) High School:
- [ ] (07) Associate:
- [ ] (08) Bachelor’s:
- [ ] (09) Master’s:
- [ ] (10) Doctorate:
- [ ] (11) Other Doctorate:
- [ ] (12) Ph. D:
- [ ] (05) Vocational Certification  State: ___________ Date: ___________ Field: ___________

Disabled Person:  Yes / No

- [ ] (1) Ambulatory/Mobility  
- [ ] (2) Visual  
- [ ] (3) Hearing  
- [ ] (4) Mental/Psychological  
- [ ] (5) Multiple Handicap  
- [ ] (6) Other:  ____________________________________________

COMPLETE UPON HIRING

Date of Birth: _____/_____/_______

Emergency contact name: __________________________________ Phone: ____________________

Please keep my home address confidential: Yes / No  
Please keep my home phone confidential: Yes / No

Work Building: _______________________ Room: ______________________________ Mail Stop: ___________________________

Work Phone: _________________________ Work Fax: ___________________________ Email Address: _______________________

Revised June 2006
JOB ELEMENT EXAMINATION
SUPPLEMENTAL APPLICATION

Position

Name

On the following page is a list of questions about your experience and training related to this position. For each question, briefly discuss this experience or training on a SEPARATE ANSWER SHEET. Include relevant training and experience, paid or unpaid, part-time or full-time whether gained in school, spare time, or previous employment. Answer "none" or "no" if you have had no training or experience that relates to a given question.

Be certain that you clearly number each of your answers with the question number from the question list.

Read all of the questions before you start to answer them. Answers should be brief, but complete. YOU CANNOT BE GIVEN CREDIT FOR EXPERIENCE OR TRAINING YOU DO NOT TELL US ABOUT.

If you have any knowledges, skills or abilities related to this position which are not covered by questions in this Supplemental Application, please describe them at the end of the separate answer sheets.

This Supplemental Application must be submitted with an application no later than the published closing date.

STATEMENTS CONCERNING QUALIFICATIONS WILL BE VERIFIED.

Misleading answers may cause disqualification of your application or dismissal if you become hired.

I certify that all statements made in this application are correct to the best of my knowledge.

_________________________________________      _____________________________
Signature                                       Date
PRODUCTION CHEF
EXAMINATION

Your application and this examination will be used to evaluate your qualifications. Please make sure you fully address each job criteria listed below. Your experience and training may be paid or unpaid, full-time or part-time, and gained in any setting, such as previous employment, schooling or personal time. You must pass this examination to be considered further. If your answers are misleading, your application may be rejected or you may be dismissed if you are hired.

1. EMPLOYMENT

The cooking related experience you list on the application form as your employment history will be rated as part of this examination. Make sure your employment history is complete, including your general job duties (including type of food cooked), length of employment and how many hours per week you worked. Attach more paper if you need more space to describe these jobs.

2. FORMAL INSTITUTIONAL COOKING TRAINING

List any institutional cooking training you have. Include institutional cooking training schools, programs, classes, other formal institutional cooking seminars or discussions you attended. Tell what this training was, and where and when you had it.

<table>
<thead>
<tr>
<th>What Was Taught?</th>
<th>Where Was It?</th>
<th>When Was It?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From _______ To _______</td>
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<td>From _______ To _______</td>
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<td>From _______ To _______</td>
</tr>
</tbody>
</table>

Put an X in the box next to each thing you have done on the job. Include where you were employed, and how often you performed the duty (such as daily, weekly, or monthly), and your length of employment performing the specific duty (months or years).

3. PREPARING FOOD

☐ Preparing large quantities of vegetables, fruits, soups and cereals.

Which employer? ______________ How often? ______________

Length of employment: ______________
Preparing large quantities of salads, quick breads, desserts and beverages
Which employer? ________________ How often? __________________________
Length of employment: __________________

Preparing and cooking large quantities of meat, fish and fowl.
Which employer? ________________ How often? __________________________
Length of employment: __________________

4. FOLLOWING AND CONVERTING RECIPES

Following standard recipes.
Which employer? ________________ How often? __________________________
Length of employment: __________________

Converting recipes for varying quantities.
Which employer? ________________ How often? __________________________
Length of employment: __________________

Judging food flavors, developing and adjusting recipes.
Which employer? ________________ How often? __________________________
Length of employment: __________________

Using prepared foods in recipe development.
Which employer? ________________ How often? __________________________
Length of employment: __________________

Preparing special diet meals.
Which employer? ________________ How often? __________________________
Length of employment: __________________
5. MAINTAINING FOOD STANDARDS AND SUPPLIES

☐ Checking foodstuffs for spoilage or deterioration.
Which employer? ________________ How often? ________________
Length of employment: ________________

☐ Maintaining food storage standards.
Which employer? ________________ How often? ________________
Length of employment: ________________

☐ Maintaining sanitation standards.
Which employer? ________________ How often? ________________
Length of employment: ________________

☐ Maintaining inventories of food and other supplies.
Which employer? ________________ How often? ________________
Length of employment: ________________

6. USING COOKING EQUIPMENT

☐ Using convection ovens.
Which employer? ________________ How often? ________________
Length of employment: ________________

☐ Using microwave ovens.
Which employer? ________________ How often? ________________
Length of employment: ________________

☐ Using grills and charbroilers.
Which employer? ________________ How often? ________________
Length of employment: ________________
7. **CLEANING AND REASSEMBLING COOKING EQUIPMENT**

- **Using steam kettles and stack (pressure) steamers.**
  Which employer? _______________  How often? _______________________
  Length of employment: ____________________

- **Using large mixers.**
  Which employer? _______________  How often? _______________________
  Length of employment: ____________________

- **Using other equipment.**
  What kind(s)? ______________________________________________________
  Which employer? _______________  How often? _______________________
  Length of employment: ____________________

- **Cleaning convection and microwave ovens.**
  Which employer? _______________  How often? _______________________
  Length of employment: ____________________

- **Cleaning grills and charbroilers.**
  Which employer? _______________  How often? _______________________
  Length of employment: ____________________

- **Cleaning steam kettles and stack (pressure) steamers.**
  Which employer? _______________  How often? _______________________
  Length of employment: ____________________
Cleaning and reassembling large mixers or other cooking equipment.

What kind(s)? ________________________________

Which employer? ________________ How often? ________________

Length of employment: ________________

8. KEEPING RECORDS, MAKING REPORTS AND PLANNING MEALS

Keeping records related to cooking or food service.

What kind of records? ________________________________

Which employer? ________________ How often? ________________

Length of employment: ________________

Making reports related to cooking or food service.

What kind of reports? ________________________________

Which employer? ________________ How often? ________________

Length of employment: ________________

Planning meals.

What kind of meals and for how many? ________________________________

Which employer? ________________ How often? ________________

Length of employment: ________________
9. LEADING

☐ Assigning and checking the work of food service workers or other helpers.

How many workers? __________

Which employer? _____________ How often? ________________________

Length of employment: ________________________________

☐ Training and instructing food service workers.

How many workers? __________

Which employer? _____________ How often? ________________________

Length of employment: ________________________________

☐ Assigning, instructing, and checking the work of cooks.

How many workers? __________

Which employer? _____________ How often? ________________________

Length of employment: ________________________________