

Southwestern Community College

Dining Services



1988 Newmark Ave. ♦ Coos Bay, OR 97420 ♦ Phone: (541) 888-7189 ♦ Fax: (541) 888-7704



Externship Application



Dining Services at Southwestern Community College (SOCC) provides the Culinary and Baking & Pastry students of the Oregon Coast Culinary Institute a unique opportunity to fulfill their externship requirements in their candidacy for an Associate of Applied Science in Culinary Arts degree *and* earn money.

The Dining Services provides all food service to the SOCC Coos Bay Campus. The dining hall, Empire Hall, is open seven days a week to students, staff, and the general public. During the week breakfast, lunch, and dinner are provided. On the weekends brunch and dinner are available. Dining Services works hard to accommodate special dietary restrictions of students & staff. Meals are regularly attended by hundreds of people each day.

Dining Services prepares all food for any catered event at the college. Events included SOCC hosted events, corporate conferences & business meetings seminars, camps, banquets, weddings, receptions, holiday parties, and other social gatherings. Menus are often customized and give students a unique opportunity to prepare exceptional food for groups of just a few to hundreds of people. With menus that cover the entire culinary spectrum from simple buffets to elaborate seated dinners, no day is ever the same.

Application Requirements:

All documents on the list below comprise the Externship Application Packet. Students interested in applying for an externship with Dining Services must have all components included in their submission to be considered complete. Incomplete packages will ***not*** be considered. Externship packages must be received by the Executive Chef & Externship Coordinator of Dining Services no later than 12pm on June 11th, 2010.

Externship Application Check List:

- Completed Application
- Current Resume
- Completed Student Rationale/Learning Objectives Essay
- One Signed Letter of Reference
- Signed Copy of Rights & Responsibilities Agreement



Externship Application



Personal Information:

First & Last Name: _____
 First Name Preferred to Use: _____
 Street Address: _____
 City: _____
 State: _____
 Zip Code: _____
 Country: _____
 Primary Phone: _____
 Cell Phone or Alternate Number: _____
 Email Address: _____

<i>Check Yes or No in response to the following questions.</i>	Yes	No
If hired, can you provide proof you are eligible to work in the United States of America?		
Do you have a Oregon Food Handler's Card?		
Are you ServSafe certified?		
Do you have a state-issued Driver's License?		
Do you have an OLCC card?		
Are you over the age of 18years old?		

Application Information:

	Month/Day/Year	
Earliest date available to begin work:		
Available to work through:		
Date externship must be completed by:		
Schedule Preference (<i>circle one</i>):	Full Time	Part Time
Shift Preference (<i>circle one</i>):	Morning	Evening

Education Information:

High School Information

High School: _____

City/State: _____

Did you graduate from High School (*circle one*)? Yes No

<p><u>List any other training, certifications, languages or special skills:</u></p>

Work History:

Most Recent Employer

Employer: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: _____

Position: _____

Duties: _____

Wage: _____

Start Date: _____

End Date: _____

Contact Person: _____

Contact's Email Address: _____

Reason for Leaving: _____

What did you like most about this job? _____

What did you like least about this job? _____

Eligible for rehire? Yes No
(circle one)

References:

Below is space for people whom could provide accurate and truthful information as to your character, work ethic, goals, and/or aspirations. Any references listed cannot be family members. Please also provide one typed and signed letter of reference from one individual who is not related to you along with your application packet.

First Reference (Required):

Name:	
Occupation:	
Relationship:	
Mailing Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	

Second Reference (Required):

Name:	
Occupation:	
Relationship:	
Mailing Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	

Third Reference (Required):

Name:	
Occupation:	
Relationship:	
Mailing Address:	
City, State, Zip Code:	
Phone Number:	
Email Address:	

Extracurricular Activities:

For what events at OCCI or with Dining Services have you volunteered your time? *(List at least 3)*

--

What other activities are you involved in at SOCC or in the community?

--

Future Goals & Aspirations:

What three qualities do you feel are most important in a chef & why?

1.	2.	3.
----	----	----

Where do you see yourself in twenty years?

--

What are three interests/hobbies you have outside of the culinary world?

1.	2.	3.
----	----	----

Student Rationale/Learning Objectives Essay:

The opportunity to work at Dining Services at SOCC gives externs the tremendous opportunity to experience multiple sides of the culinary world in one place, a prospect that rarely is found in the industry. The essay should be typed, 1 – 2 pages in length, double spaced, and with a font size no larger than 12.

Please respond to the provide responses to all the items below. It provides the greatest benefit to you to be thorough, specific, and clear in your thoughts and words. Spelling and grammar will also be taken into account.

1. Identify the skills and competencies you hope to garner in your time working at SOCC Dining Services, and those which you consider as your strengths.
2. Discuss what part of the industry you are most interested in exploring during your externship with SOCC Dining Services.
3. Justify why you should be selected for this externship.

Certification & Agreement:

I certify the information on this application to be truthful & accurate. I understand that falsification of information provided on this application, or on a resume, or during the interview process will result in immediate termination of employment. This will also terminate the externship agreement, resulting in no credit awarded for any time accrued during employment towards the externship requirements. I authorize Southwestern Oregon Community College (SOCC) and/or any of its agents to verify any of the information I have provided and contact any references listed in this application. I release anyone responding to SOCC inquiries from any and all liability to me which could result in the disclosure of information provided. I hereby release any and all claims I might have against SOCC and/or any of its agents related to such inquiries.

I understand and agree to the above statement that any offer of employment with SOCC Dining Services will be made in writing and must be signed by the Executive Chef/Externship Coordinator, or in their absence the Director of Catering/Sous Chef.

I understand that the externship positions average 30 hours per week. There are generally 12 culinary externship and 3 bakery & pastry externships per term. I have ranked my preference in terms for completing my externship below.

Term	Year	Ranked Order (1 - 3)
Fall		
Winter		
Spring		

Signature: _____

Date: _____

Southwestern Oregon Community College is an Equal Opportunity Educator and Employer

Benefits Provided with an SOCC Dining Services Externship

- ✓ Introduction into winemaking and vinegar.
- ✓ Opportunity to learn ice carving from a Master Ice Carver, with weekly mentoring.
- ✓ Possibility to attend and/or participate in ice competitions outside of the state of Oregon.
- ✓ Gain experience as a cook on a line, as well as at special events.
- ✓ Opportunity to travel with the Catering Director to events off campus.
- ✓ Gain experience in cooking on a mass production scale.
- ✓ How to order product and receive shipments.
- ✓ Serve as a relief chef, leading the kitchen in the absence of the Externship Coordinator/Executive Chef and Sous Chef/Catering Director.
- ✓ Exposure to other portions of the food industry (i.e. purveyor site visits, food shows, local farmers, etc.)
- ✓ Learning to produce quality food with quality ingredients for service in a real production facility.
- ✓ Creative freedom to express and pursue personal interests on daily menus in both Culinary and Baking & Pastry arenas.

Students Responsibilities Contract

Externs are employed directly by SOCC Dining Services. This employment fulfills externship requirements for graduation from OCCI. Externs are required to sign a formal agreement stating that they are accepting the externship job position with SOCC Dining Services. They are held to a specific code of conduct described in the externship agreement provided by OCCI and laid out in the OCCI Student Handbook prior to starting work at SOCC Dining Services.

Externs are employed for the length of the term or until they successfully complete the requirements as mandated by OCCI. Externs may be asked to stay on for a longer length of time to train new externs or to fill potential vacancies due to lack of available externs, or to continue education as a Sous Chef.

It is the expectation that externs shall dress in full uniform, unless otherwise directed by the Externship Coordinator/Executive Chef or the Sous Chef/Catering Director.

Externs are permitted two absences for the duration of their externship. Two late arrivals count as an absence. More than two absences can result in termination and the extern will not complete their externship with SOCC Dining Services. Special circumstances are addressed on a case-by-case basis. The Externship Coordinator/Executive Chef will make an assessment and render a decision based on each situation, separately. It is the responsibility of the individual to find a replacement in the event of an absence. It is expected that best efforts will be made to inform *both* the Externship Coordinator/Executive Chef and Sous Chef/Catering Director at least 24 hours prior to an absence.

Should an extern have a grievance they must first address the issue with the Externship Coordinator/Executive Chef of SOCC Dining Services. This grievance, if not addressed and resolved, may be elevated to the Executive Director of Oregon Coast Culinary Institute.

I have read and understand the content of the Student Responsibilities Contract. I agree to abide by the provisions stated within this contract. I understand that failure to do so can lead to termination of employment and incompleteness of externship.

Signature: _____

Date: _____

Southwestern Oregon Community College is an Equal Opportunity Educator and Employer