

California State University, Fresno Association, Inc.

Catering Cook

JOB ANNOUNCEMENT - ASSN #16-786

POSITION

Part-time, non-benefited position for California State University, Fresno Association, Inc. – Dining Services. This position will work a flexible schedule, including weekends and/or nights.

DUTIES AND RESPONSIBILITIES

This position is responsible for daily preparation of food in accordance with recipes and quality standards set forth by University Food Services. Ensures safe and sanitary food handling; provides training and retraining to part-time staff on correct safety procedures. Responds to customer needs, services and assistance; ability to deal with frequent changes, delays and unexpected events. Cooperates with Line Supervisors in running service lines; maintains proper food temperatures and provides assistance to serving lines during peak periods. Ensures all meal schedules are kept and all products are placed in the lines at the appropriate times. Utilizes run outs in a cost effective manner ensuring quality throughout. Perform other duties as assigned and able to provide assistance to other areas when needed.

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skill, and/or ability required.

Required:

- Six (6) months related experience in a large facility
- Must be able to lift up to 50 pounds and stand for long periods of time
- Knowledge of techniques and methods of quantity food preparation and storage
- Ability to prepare creative menu plans consistent with federal and state government nutrition guidelines
- Knowledge of nutritional values in food preparation
- Skill to estimate food quantities required for menus
- Skill to plan the preparation of meals for serving at specified meal times
- Skill to prepare large quantity meals with a minimum of waste
- Knowledge of and ability to train others in safety practices related to food preparation and use of commercial kitchen utensils and equipment
- Knowledge of and ability to train others in sanitary methods of food handling
- Skill to monitor inventory levels and requisition supplies to ensures adequate supply of food stuffs
- Skill to add, subtract, multiply and divide; basic skill in using a computer
- Ability to stand for long periods of time
- Skill to establish and maintain cooperative working relationships with a diverse population

EDUCATION: High School diploma or equivalent.

SALARY: \$10.50 per hour

FILING DEADLINE: Open Until Filled

TO APPLY: Visit our web site at www.auxiliary.com for job announcement and application.

California State University, Fresno
Auxiliary Human Resources
2771 E. Shaw Avenue
Fresno, CA 93710 Fax: (559) 278-0988

Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETE AUXILIARY APPLICATION

Employment for this position is by the California State University, Fresno Association, Inc. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER