

# California State University, Fresno Foundation

## COOK – UNIVERSITY DINING SERVICES CATERING

### JOB ANNOUNCEMENT #18-956

<b>POSITION:</b>	<b>Cook</b> – Full time benefited position for California State University, Fresno Foundation (University Dining Services-Catering). Under the general direction of the Head Chef and Catering Manager, the Cook prepares food for catering events and provides leadership/supervision in the kitchen.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Head Chef and Catering Manager, this position is responsible for:</p> <ul style="list-style-type: none"> <li>• Daily preparation of food according to the recipes and quality standards set by Dining Services; reports to the Chef/Manager for the daily work assignment; follows instructions given by the manager.</li> <li>• Ensures that safe and sanitary food handling procedures are used in their own work as well as the work of those directing. Provides training and retraining to part-time staff on correct safety measures and procedures.</li> <li>• Responds promptly to customer needs; responds to requests for service and assistance; able to deal with frequent change, delays, or unexpected events.</li> <li>• Operates all food service equipment safely; instructs other associates on equipment safety.</li> <li>• Follows instructions, responds to management direction; maintains a positive attitude and good work habits; includes proper attendance established by the Head Chef.</li> <li>• Follows cleaning schedules as set by the management; during shutdowns, will be required to clean and help direct associates in cleaning the facility.</li> <li>• In the absence of the Head Chef, the Cook will be required to supervise part-time and student employees.</li> <li>• Maintains proper food temperatures and provides assistance to the serving lines during the peak periods.</li> <li>• Ensures food is prepared and delivered on time for all scheduled events; utilizes run outs in a cost effective manner ensuring quality throughout.</li> <li>• Perform other duties as assigned by manager and able to offer assistance to other areas.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• High School diploma or general education degree (GED);</li> <li>• One (1) year experience related and/or training; or equivalent combination of education and experience.</li> <li>• ServSafe Certified preferred</li> <li>• Must possess a valid driver’s license, reliable vehicle, and valid insurance as driving may be a requirement of the position.</li> <li>• Must have knowledge of basic health, safety codes and sanitation requirements.</li> <li>• Skill in food preparation for a full range of hot and cold foods.</li> <li>• Skill in customer service and relation.</li> <li>• Ability to read, understand and follow written and oral instructions; take direction and work with others; coordinate task to meet production deadline; work rapidly and efficiently during rush periods</li> </ul>
<b>SALARY/BENEFITS:</b>	\$12.00 - \$12.50 per hour, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life insurance, vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins September 11, 2018. Open until filled.</b>
<b>TO APPLY:</b>	<p><b>Please visit the Auxiliary Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b></p> <p style="text-align: center;">California State University, Fresno          Auxiliary Human Resources          2771 E. Shaw Avenue          Fresno, CA 93710      Fax: (559) 278-0988</p>

Application & resume may be e-mailed to: [HRAUX@LISTSERV.csufresno.edu](mailto:HRAUX@LISTSERV.csufresno.edu)

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

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

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