

# California State University, Fresno Association, Inc.

## COOK'S ASSISTANT – RESIDENCE DINING HALL

JOB ANNOUNCEMENT #18-891

<b>POSITION:</b>	<b>Cook's Assistant</b> – Part-time, non-benefited position for California State University, Fresno Association, Inc. – University Dining Services. This position will work no more than 25 hours per week and will be asked to work a flexible schedule, which may include weekends and/or nights.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Cook in Charge, this position is responsible for daily preparation of food in accordance with recipes and quality standards set forth by University Dining Services. Typical duties include the following:</p> <ul style="list-style-type: none"> <li>• Preparing food each day according to the recipes and quality standards set by Dining Services</li> <li>• Ensuring safe and sanitary food handling procedures are followed</li> <li>• Responding to customer needs, services and assistance and ability to deal with frequent changes, delays and unexpected events</li> <li>• Cooperating with Line Supervisors in running service lines</li> <li>• Maintaining proper food temperatures and providing assistance to serving lines during peak periods</li> <li>• Ensuring meal schedules are kept and products are placed in the lines at the appropriate times</li> <li>• Utilizing run outs in a cost effective manner ensuring quality throughout operation</li> <li>• Performing other duties as assigned and providing assistance to other areas when needed</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p>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.</p> <ul style="list-style-type: none"> <li>• High School diploma or equivalent required</li> <li>• Minimum of six (6) months related experience in a large facility</li> <li>• Must be able to lift up to 50 pounds</li> <li>• Knowledge of techniques and methods of quantity food preparation and storage</li> <li>• Ability to prepare creative menu plans consistent with federal and state government nutrition guidelines</li> <li>• Knowledge of nutritional values in food preparation</li> <li>• Skill to estimate food quantities required for menus</li> <li>• Skill to plan the preparation of meals for serving at specified meal times</li> <li>• Skill to prepare large quantity meals with a minimum of waste</li> <li>• Knowledge of and ability to train others in safety practices related to food preparation, use of commercial kitchen utensils and equipment and sanitary methods of food handling</li> <li>• Skill to monitor inventory levels and requisition supplies to ensures adequate supply of food</li> <li>• Ability to stand for long periods of time</li> <li>• Knowledge of basic record keeping</li> <li>• Ability to read and write English</li> <li>• Skill to establish and maintain cooperative working relationships with staff, parents and students</li> </ul>
<b>PAY RATE:</b>	\$11.00 per hour.
<b>DEADLINE:</b>	<b>Application review begins immediately. Open until filled.</b>
<b>TO APPLY:</b>	<p>Visit the Human Resources page on <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application.</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> <p>Application &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## 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 Association, Inc. This is not a State of California position.*

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