

California State University, Fresno Foundation

INTERNAL APPLICANTS ONLY

ASSISTANT LEAD COOK, UNIVERSITY CATERING – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT #24-657

POSITION SUMMARY:	Full-time, benefited position with University Dining Services through the California State University, Fresno Foundation. Under the general direction of the Chef de Cuisine and the Sous Chef, the Assistant Lead Cook prepares food for catering events and provides leadership and supervision in the kitchen.
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Daily preparation of food according to the recipes and quality standards set by University Dining Services; reports to the Chef/Lead Cook for the daily work assignment; follows instructions given by the manager. • 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. • Responds promptly to customer needs; responds to requests for service and assistance; able to deal with frequent changes, delays, or unexpected events. • Operates all food service equipment safely; instructs other associates on equipment safety. • Follows instructions, responds to management direction; maintains a positive attitude and good work habits; including proper attendance established by the Chef de Cuisine. • Follows cleaning schedules as set by the management; during shutdowns, will be required to clean and help direct associates in cleaning the facility. • In the absence of the Chef de Cuisine/Lead Cook, the Assistant Lead Cook will be required to supervise part-time and student employees. • Maintains proper food temperatures and provides assistance to the serving lines during the peak periods. • Ensures food is prepared and delivered on time for all scheduled events; utilizes run outs in a cost-effective manner ensuring quality throughout. • Perform other duties as assigned by manager and able to offer assistance to other areas.
QUALIFICATIONS & EXPERIENCE:	<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"> • High school diploma or general education degree (GED) required; at least one (1) year experience in a commercial kitchen, or equivalent combination of education and experience • ServSafe Certification Required, or willingness/ability to attain upon hiring • Must possess a valid driver's license as driving may be a requirement of the position • Must have knowledge of basic health and safety codes and sanitation requirements • Skill in food preparation for a full range of hot and cold foods • Possess strong organizational and analytical skills • Quick learner with problem solving ability • Proficient in both oral and verbal communication • Strong interpersonal skills with the ability to multi-task in a fast-paced environment • Ability to establish and maintain cooperative working relationships with a diverse population
SALARY/BENEFITS:	\$21.00 per hour. Benefits include health, dental, vision, 401K and life insurance, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins <u>November 7, 2024</u>. Position will remain open until filled.

TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu
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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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