

# California State University, Fresno Foundation

## ASSISTANT LEAD COOK, UNIVERSITY CATERING – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT #25-701

<b>POSITION SUMMARY:</b>	<b>Full-time, benefited position with University Dining Services through the California State University, Fresno Foundation.</b> 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.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• 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.</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 changes, 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; including proper attendance established by the Chef de Cuisine.</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 Chef de Cuisine/Lead Cook, the Assistant Lead 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) required; at least one (1) year experience in a commercial kitchen, or equivalent combination of education and experience</li> <li>• ServSafe Certification Required, or willingness/ability to attain upon hiring</li> <li>• Must possess a valid driver's license as driving may be a requirement of the position</li> <li>• Must have knowledge of basic health and safety codes and sanitation requirements</li> <li>• Skill in food preparation for a full range of hot and cold foods</li> <li>• Possess strong organizational and analytical skills</li> <li>• Quick learner with problem solving ability</li> <li>• Proficient in both oral and verbal communication</li> <li>• Strong interpersonal skills with the ability to multi-task in a fast-paced environment</li> <li>• Ability to establish and maintain cooperative working relationships with a diverse population</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$21.00 per hour.</b> Benefits include health, dental, vision, 401K and life insurance, vacation, sick leave, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins <u>May 19, 2025</u>.</b> Position will remain open until filled.
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p><b>E-mail completed application &amp; resume to:</b> <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></p>

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

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*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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