

California State University, Fresno Foundation

ASSISTANT LEAD COOK, THE HABIT BURGER – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT #24-655

POSITION SUMMARY:	Full-time, benefited position with University Dining Services through the California State University, Fresno Foundation. Under the general direction of the Cash Operations Manager, the Assistant Lead Cook prepares food for The Habit Burger and provides leadership and supervision in the operation.
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 and Habit Burger; reports to the Cash Operations Manager 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 • Maintains knowledge of kitchen requirements and brand standards for the successful daily operation of the Habit Burger kitchen • Ensures all food is prepared on time and to brand standard. Provides training and retraining to part-time staff on food preparation procedures • Assist with the accurate and appropriate ordering of food and supplies from various vendors for Habit Burger, modifying ordering of product at any closure to prevent overstocking • Ensure that orders are accurately checked-in and that quality products are received • Provide an accurate monthly inventory of all products and other inventories as needed • Follows instructions, responds to management direction; maintains a positive attitude and good work habits; including proper attendance established by the Cash Operations Manager. • Follows cleaning schedules as set by management. • Perform other duties as assigned by management.
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 11, 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

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/admserv/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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