

# California State University, Fresno Foundation

## ASSISTANT LEAD COOK – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT #23-504

<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 Lead Cook, the Assistant Lead Cook prepares food for the University Dining Hall and University Catering, and provides leadership and supervision in the kitchen.
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the direction of the Chef de Cuisine and the Lead Cook, the Assistant Lead Cook will be responsible for the following operations. Typical duties include, but are not limited to:</p> <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 on time for all meal periods; 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</li> <li>• 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>\$16.50 per hour.</b> Benefits include health, dental, vision, 401K and life insurance, vacation, sick, and holidays.
<b>DEADLINE:</b>	<b>Application review begins August 3, 2023; Open until filled.</b>

TO APPLY:	<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. Applications may be mailed, emailed, faxed or delivered in person:</p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>
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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.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.