

California State University, Fresno Association, Inc.

CATERING COOK JOB ANNOUNCEMENT #21-181

POSITION SUMMARY:	Part-time, non-benefited position for the California State University, Fresno Association – Dining Services. This position will work a flexible schedule, which may include weekends and/or evenings
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Daily preparation of food and menu items in accordance with recipes and quality standards set forth by University Dining Services • Adheres to proper food handling, sanitation, and safety procedures; ensures proper temperatures and maintains appropriate storage, dating, labeling, and rotation of all food items • Ensures all meal schedules are kept and all products are prepared and placed on the line at the appropriate times • Utilizes leftovers in a cost-effective manner ensuring quality throughout • Ensures smooth operation of services during shift • Responds to customer needs; ability to deal with frequent changes, delays, and unexpected events • Assists with receipt of product deliveries from vendors • Maintains cleanliness and sanitation of equipment, food storage, and work areas • Completes cleaning and sanitation duties according to daily and weekly schedules • Maintains a professional appearance according to uniform standards • Exhibits outstanding attendance and punctuality and takes corrective action to prevent recurring absences • Develops a positive working relationship with department and organization staff • Performs other related job duties as required or assigned
POSITION REQUIREMENTS:	<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 equivalent required • Six (6) months related experience in a kitchen or restaurant setting • Ability to lift, push, pull and/or carry up to 50 pounds • Ability to stand for long periods of time • Ability to operate standard foodservice equipment safely and effectively • Ability to coordinate tasks to meet production deadlines, work rapidly and efficiently during rush periods • Readily adjusts schedule, tasks, and priorities when necessary, to meet business needs • Ability to read, understand, and follow written and verbal instructions • Ability to add, subtract, multiply and divide; basic skill in using a computer • Ability to work in a fast-paced environment and perform high-quality work under pressure • Ability to establish and maintain cooperative working relationships with a diverse population • Current California Food Handlers card or willingness/ability to attain upon hiring
COMPENSATION:	\$14.00 - \$14.50 per hour, depending on experience
DEADLINE:	Application review begins immediately; open until filled
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at http://www.auxiliary.com/auxhr/jobs.html for job announcement and application. Applications may be mailed, emailed, faxed, or delivered in person to:</p> <p style="text-align: center;"> 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 & resume to: HRAUX@LISTSERV.csufresno.edu</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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER