**CATERING COOK**  
**JOB ANNOUNCEMENT #21-181**

<table>
<thead>
<tr>
<th>POSITION SUMMARY</th>
<th>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</th>
</tr>
</thead>
</table>
| ESSENTIAL JOB FUNCTIONS | Typical duties include, but are not limited to:  
- 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 | 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.  
- 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 | Please visit the Auxiliary Human Resources page at [http://www.auxiliary.com/auxhr/jobs.html](http://www.auxiliary.com/auxhr/jobs.html) for job announcement and application. Applications may be mailed, emailed, faxed, or delivered in person to:  
California State University, Fresno  
Auxiliary Human Resources  
2771 E. Shaw Ave. (there is no suite number)  
Fresno, CA 93710  
Fax: (559) 278-0988  
E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.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/adminserv/smokefree/index.html](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