## UNIVERSITY DINING HALL COOK
### JOB ANNOUNCEMENT #21-168

**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:**
- 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