



University Enterprises, Inc.

SACRAMENTO STATE

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Human Resources

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www.enterprises.csus.edu

ANNOUNCEMENT OF POSITION VACANCY

www.ueijobs.com

Cook I

Dining Services

#B003F19

CONDITIONS OF EMPLOYMENT: This is a 40 hour per week, non-exempt (eligible for overtime pay), benefited position. Work hours and schedule may be subject to changes during semester breaks and summer sessions. This position is not covered under the California Public Employees Retirement System. This classification is covered by a Labor Agreement between the CSUEU Service Employees' International Union, Local 2579 and University Enterprises, Inc. Dining Service Operations.

RATE OF PAY: \$14.22 - \$17.77 per hour

MINIMUM QUALIFICATIONS

Demonstrated increasingly responsible work experience in quantity food preparation, cooking, and service. Knowledge of the principles and methods for preparing and cooking a variety of food items; operation, maintenance, and use of kitchen equipment; food service sanitation and safety. Ability to read and understand written and oral English instructions, including but not limited to procedures and recipes. Ability to prepare and cook of a variety of food items to order in front of customers; estimate proper quantities for economical food service; operate a variety of kitchen equipment; assist with menu planning and development; maintain proper standards of sanitation and safety; maintain records; effectively communicate orally and in writing; and maintain effective working relationships. Ability to perform up to all sanitation/HACCP daily standards. Demonstrated excellent customer service skills. Must pass a background check, which may include fingerprinting. Must continue to meet the established standards.

PREFERRED QUALIFICATIONS:

Possession of a valid California Food Handlers Card.

DUTIES AND RESPONSIBILITIES

The position is responsible for the preparation, cooking and serving of a variety of food items and products for University Enterprises Dining Services and maintains excellent quality and food safety standards in a high volume food service environment. This position works closely with other food service staff in a cooperative working environment. The Cook I is distinguished from the Fry Cook by preparing a wider variety of menu items. The position reports directly to and receives general supervision from the Dining Services Manager. May monitor and direct the work of student assistants. May receive guidance or direction from the Executive Chef. The specific duties and responsibilities are as follows:

01. Prepares, cooks, and serves a variety of food items and products for customers and maintains excellent quality and food safety standards in a high volume food service environment. Directs student staff on proper cooking techniques, production volume, quality and food safety standards.
02. Prepares menu items following standardized recipes and daily and weekly production orders, ensuring that all items are produced in a timely manner; reviews menus and determines with other staff who will prepare which dishes; may assist with menu planning and development, including testing new recipes. Arranges for prompt utilization of unused food and maintains continued awareness of proper quantities and quality during food preparation.

03. Prepares the cooking area, ensuring that proper variety and quantities of food are available for menu preparation. Keeps work area clean during the shift. Uses proper sanitation and safety standards in food preparation. Ensures proper portions and quality standards are met. Ensures all HACCP Guidelines are met. Responsible for leaving the work area clean and sanitary at the end of the shift.
04. Cooks breakfast, lunch, dinner, late night, and/or brunch entrees and accompaniments depending on the schedule. May prepare menu items in front of customers and/or "Cook to Order" at exhibition stations in front of the customers. Maintains excellent customer service skills and engages the customers with a pleasant and professional attitude. May be required to work at other UEI Dining Service units, as needed.
05. Provides input on supplies and food items to be ordered for menu preparation. May coordinate storage of newly delivered products when shipments from vendors arrive, using proper rotation techniques and following HACCP guidelines.
06. Performs a variety of food service and preparation assistance that may include a variety of cooking methods. May assist with weekly food inventory.
07. Uses a wide variety of food service equipment, including grills, ovens, fryers, mixers, food processors, and other equipment used in a commercial kitchen. Identifies and reports problems regarding equipment malfunctions. Maintains records; completes daily usage report and food waste reports noting amounts used for all meals on every shift to calculate food costs. Assists with Campus sustainability efforts as needed.
08. Follows all written recipes precisely as written to ensure the Nutrition Fact sheets are accurate.
09. Performs other job-related duties as assigned.

FILING DEADLINE: Friday, August 30, 2019

APPLY ONLINE: <https://ueijobs.peopleadmin.com>

Note: This position vacancy is with University Enterprises Inc., an auxiliary organization of California State University, Sacramento. This is not a University position; the incumbent will be an employee of University Enterprises. *University Enterprises operates the food services, and other commercial enterprises on the California State University, Sacramento campus; it is responsible for grant and contract management and fiscal services for University research and sponsored programs and provides fiscal services to University related agencies and activities. University Enterprises is a non-profit corporation governed by a board of directors in conformance with the appropriate State of California codes and policy directives of the Board of Trustees and the campus administration.*

University Enterprises is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of University Enterprises, that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placement, and promotions will be on a basis of qualifications of the individual for the position being filled, regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition* (cured or rehabilitated cancer), or physical disability. Any persons who feel that they have been discriminated against in connection with an application for employment should contact University Enterprises Director of Human Resources at (916) 278-7003. *Cured or rehabilitated as defined in Section 12926(F), Government Code 12990.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

In compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, California State University, Sacramento has made crime reporting statistics available on-line at www.csus.edu/police/cleryact.htm Print copies are available in the CSUS library, and by request from the CSUS Office of Public Safety and the Office of the Vice President for Student Affairs.