



University Enterprises, Inc.

SACRAMENTO STATE

6000 J Street
Hornet Bookstore Bldg., Suite 3900
Sacramento, CA 95819-6063

Human Resources

(916) 278-7003

FAX (916) 278-4787

www.enterprises.csus.edu

ANNOUNCEMENT OF POSITION VACANCY

www.ueijobs.com

Kitchen Assistant I

Dining Services – Dining Commons

#B001F19

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: \$12.00 - \$14.95 per hour

MINIMUM QUALIFICATIONS

Demonstrated experience in dish machine operations in a food service facility. Demonstrated work experience in assisting with serving and sanitation for large groups. Basic knowledge of common kitchen equipment; principles of lead direction and work coordination; and food service sanitation and safety. Must be able to lift and move objects weighing up to 50 lbs. Ability to perform up to all sanitation/HACCP daily standards. Must be able to read and understand written and oral English instructions. Must be able to maintain good customer relations; and maintain effective working relationships. 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 dish room operations, maintenance of facilities in a clean and sanitary condition, and provides direction and work coordination for other student staff. The position reports directly to and receives general supervision from the Dining Services Manager. Serves as a lead for other staff including part-time students, casual, and temporary staff, as needed. The specific duties and responsibilities are as follows:

01. The position is responsible for dish room operations and maintenance of facilities and kitchen equipment in a clean and sanitary condition, and provides direction and work coordination for student part-time staff. Maintains a clean, orderly, and sanitary environment in all work related service areas such as the kitchen, walk-ins, dry storage, and loading/unloading areas. In addition, assists in cleaning the dining room and customer restrooms as needed. May assist with campus sustainability efforts as needed.
02. Responsible for the daily operation of the dish room; trains and leads student part-time staff in dish room operations; sets up dish room with three compartment sinks; puts dishes and silverware away; sorts dishes for quick loading; cleans dish machine; and cleans walk-ins and mops floors. Operates kitchen cleaning equipment and dishwashing equipment. Refills chemicals used to clean and sanitize dishware, pots, pans, and other related items. Informs manager if service or supplies are necessary.
03. Assists with completion of daily, weekly, and monthly cleaning checklists for related service areas. This includes emptying and cleaning of trash/recycling containers, food service equipment, shelving, carts, holding cabinets, and other related food contact surfaces.

04. May assist with the preparation of a variety of hot and cold food items and products; maintains high quality products and prevents waste during food preparation; and provides assistance to Cooks. Assists with the preparation of foods for catered events. Follows written recipes to be sure nutrition fact sheets are accurate.
05. Assists with putting away of food items and supplies which includes, unpacking, labeling and rotation using First In, First Out principles. Informs management of damaged or outdated product.
06. May prepare serving lines and serve food to customers; maintains good relations with customers.
07. Performs a variety of food service assistance assignments.
08. Identifies and reports problems regarding equipment malfunctions.
09. Performs other job-related duties as assigned.

FILING DEADLINE: Friday, August 30, 2019

APPLY ONLINE: <http://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.