

Fresno State Programs for Children

ASSISTANT COOK

JOB ANNOUNCEMENT #19-044

POSITION SUMMARY:	Assistant Cook – Full-time, benefited position with Fresno State Programs for Children (PFC). As a part of its early education and care services, PFC operates a child nutrition program sponsored in part by the Child and Adult Care Food Program (CACFP). The assistant cook provides assistance with daily operations related to the CACFP, including preparation of meals and snacks, delivery of meals and snacks, ordering food and food service supplies, and cleaning and maintaining the kitchen areas.
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Assist with preparation of meals and snacks within CACFP guidelines • Assist with planning and implementing weekly menus • Assist with securing, storing and inventory of food and supplies • Report purchasing needs to Cook • Assist in recording meal keeping, including transport records, meal production records and cleaning records • Deliver meals and snacks to classroom/sites • Ensure special diets are prepared as required • Maintain kitchen operations when the head cook is not available • Maintain effective working relationship with cook, students, teaching staff, administrator and campus community • Adhere to all regulations established by CACFP, community care licensing and Fresno State Programs for Children • Clean and maintain kitchen including food preparation areas, dishes and pantries • Maintain health and safety standards in kitchen and food service area • A record of good attendance, including (but not limited to) reporting to work on time and reporting to work for your scheduled shifts • Other related duties as assigned
QUALIFICATIONS & EXPERIENCE:	<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 required; Community College units or degree in nutrition or closely related field preferred • Must have at least two (2) years of experience working in a commercial kitchen • Must meet Community Care Licensing and California Department of Education employment requirements • Must have a valid driver’s license and a clean DMV record • ServSafe Certified preferred
SALARY/BENEFITS:	\$2,080.00/month. Benefits include health, dental, vision, and life insurance, vacation, sick, and holiday pay.
FILING DEADLINE:	Application review begins on September 6, 2019; Open Until Filled
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com 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 Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed 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 Fresno State Programs for Children. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER