

California State University, Fresno Foundation

SHIFT LEAD COOK – UNIVERSITY DINING SERVICES

JOB ANNOUNCEMENT #18-987

POSITION:	Full time benefited position for California State University, Fresno Foundation (University Dining Services). Under the general direction of the Head Kitchen Chef, the Shift Lead Cook, is responsible for directing and training part-time cooks during their shift. The Shift Lead Cook is also responsible for preparing hot foods for the Residence Dining Facility (RDF).
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Head Kitchen Chef, this position is responsible for:</p> <ul style="list-style-type: none"> • Prepares food on each day according to the recipes and quality standards set by Food Service. Reports to the Head Kitchen Chef for the daily work assignment. • Ensures that safe and sanitary food handling procedures are used in their own work as well as the work of those directing. Provides training and retraining to part-time staff on correct safety measures and procedures. • Responds promptly to customer needs; Responds to requests for service and assistance; able to deal with frequent change, delays, or unexpected events. • Operates all food service equipment safely. Instructs other associates on equipment safety. • Follows instructions, responds to management direction. Maintains a positive attitude and good work habits. Includes proper attendance established by manager. • Follows cleaning schedules as set by management and the Head Kitchen Chef. During shutdowns, will be required to clean and help direct associates in cleaning the facility. • In the absence of the Head Kitchen Chef, the Shift Lead Cook will be required to supervise part-time and student employees. • Cooperates with Line Supervisors in running the serving lines. Maintains proper food temperatures and provides assistance to the serving lines during the peak periods. • Ensures meal schedules are kept and all products are placed on the lines at the appropriate times. Utilizes run outs in a cost effective manner ensuring quality throughout. • May require performing duties or assisting in other areas outside this job description on a temporary basis as assigned by the manager. • Perform other duties as assigned by manager and able to offer assistance to other areas when finished with own duties.
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 or general education degree (GED) • Three (3) to six (6) months related experience and/or training; or equivalent combination of education and experience • ServSafe Certified preferred • Must possess a valid driver's license, reliable vehicle, and valid insurance as driving may be a requirement of the position. • Must have knowledge of basic health, safety codes and sanitation requirements • Skill in food preparation for a full range of hot and cold foods • Ability to independently operate fryer, grill, and all industrial kitchen equipment • Skill in customer service and relation • Ability to read, understand and follow written and oral instructions; take direction and work with others; coordinate task to meet production deadline; work rapidly and efficiently during rush periods
SALARY/BENEFITS:	\$13.00 - \$13.45 per hour, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, and life insurance, vacation, sick, and holiday pay.
DEADLINE:	Application review begins January 4, 2019. Open until filled.
TO APPLY:	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>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p>
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Application & resume may be e-mailed 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/admainserv/smokefree/index.html>

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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