VACANCY ANNOUNCEMENT

Cook II – The “J”, HSU Dining Services

First review: Tuesday, January 19, 2016

$2,389 - $3,345/mo. ($13.78 - $19.30/hr.), pay rate within the range depends on experience. This is a full-time position in HSU Dining Services with excellent benefits including health, dental, and vision insurance; vacation, holidays, sick leave, and CalPERS retirement.

About: The “J” dining hall, located on the 4th floor of the Giant Jolly Commons building, is the primary dining facility for HSU residence hall students, and the campus community is also welcome. Open seven days a week, The “J” serves breakfast, lunch, and dinner. The “J” operates on a 5-week cycle and serves approximately 2,500 customers daily. For additional information about The “J” and HSU Dining Services, please visit: http://www.humboldt.edu/housing/dining/locations/thej.html

Position Summary: Under general supervision, the Cook II prepares, cooks and dispenses food items; cleans work areas and equipment, receives and stores supplies; works with unit managers to plan and develop menu items and production sheets; prepares all hot/cold foods, and in doing so, makes decisions regarding quality, portioning of ingredients, seasoning, and attractiveness of the final product.

Duties: The Cook II is responsible for, but not limited to, the following:

- Provide input for new menu items
- Test recipes as directed
- Prepare food according to posted production sheets and provided recipes
- Adjust recipes to volume demand to keep overproduction and waste to a minimum
- Replenish food items as needed
- Maintain portion control in areas where possible
- Make maximum use of leftovers within limits of quality control
- Prepare food items according to projected customer count or standard menus
- Maintain all foods at proper temperatures
- Properly clean and maintain working area
- Observe all sanitation and safety practices
- Assume responsibility for proper use, care, and maintenance of equipment
- Store leftover items using proper methods
- Use all necessary equipment that will help cut down on production time
- Determine work procedures, prepare work schedules, and expedite work flow
- Monitor employees’ work and provide feedback for performance improvement and motivation
- Maintain harmony among staff and resolve grievances
- Assist with training and supervising employees
- Resolve work problems, adjust priorities, and make appropriate adjustments in assigned duties and methods
- Provide feedback to management regarding customer requests and input
- Respond to and resolve customer concerns in a prompt and positive manner
Minimum Qualifications: Must have at least two years of foodservice cooking experience.

Knowledge, Skills and Abilities: In addition to the duties listed above, knowledge of safe food handling and sanitation practices. Experienced with foodservice industry activities, procedures, and equipment usage. Must be able to work under general supervision. Ability to work effectively in a climate characterized by heavy traffic loads, shifting priorities, and the need to balance multiple tasks. Possess an energy level capable of working in a high-volume, fast paced environment for extended periods of time. Ease in dealing with a diverse population, including students and staff. Ability to maintain cooperative working relationships in a team-oriented environment. Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

Physical Requirements: Average physical agility and ability to stand for prolonged periods of time; strength and mobility to lift and carry items up to 50 pounds; reach, bend, kneel, stoop, climb, push, and pull items. Must have manual dexterity and eye-hand coordination; corrected hearing and vision to normal range, and clear verbal communication. Ability to work extended shifts.

Special Conditions of Employment: Ability to work a flexible schedule including evenings and weekends. Must possess ServSafe certificate or equivalent. Speak, read, write, and understand English. Occasional layoff due to lack of work; these periods generally fall on semester breaks and summer session. Strong customer service orientation. Valid California Driver’s License and a driving record acceptable to our insurance underwriters. Willingness to comply with neat grooming standards and present a professional appearance.

Application Procedure: Applicants should submit a cover letter of interest, University Center Employment Application, resume, and contact information of at least three professional references. Applicant materials that don’t include the University Center Employment Application will not be considered.

Application packets can be mailed, e-mailed, faxed, or hand-delivered:
Cook II Search Committee
University Center, HSU
1 Harpst Street
Arcata, CA 95521
E-mail: univctrjobs@humboldt.edu
FAX: 707-826-4412

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies.

Application Deadline: This position is open until filled. The first review of applications will begin January 19, 2016.

Evidence of required degrees(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check and employment verification) must be completed satisfactorily before any candidate can be offered a position with the University Center. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current University Center employees who apply for the position.

The University Center is an Equal Opportunity/Title IX/ADA Employer, and hires only individuals authorized to work in the United States. This is NOT a State position.