POSITION SUMMARY

Reporting to the Associate Director of Campus Dining and Tiger Cooler Supervisors, the Cook B will set up, operate and close Grill, Pizza, Salad and Sandwich stations as assigned. Must be able to prepare multiple menu items in a timely manner and to proper standards. Is responsible for the cleanliness of the station(s) while working and before leaving stations. Fosters positive customer relations.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Keeps all items for the Grill, Pizza, Salad, and Sandwich station as assigned prepped, rotated and stocked. Displays accountability for job requirements and positively embraces changing business needs.

2. Cooks and presents quality fresh products as ordered from the Grill, Pizza, Salad and Sandwich station, and for catered events (when assigned to the JSC kitchen). Follows standardized recipes and uses established production and presentation techniques. Consistently demonstrates attention to timeliness. Performs job with efficiency and accuracy.

3. Stocks all equipment and disposable goods used on station(s).

4. Communicates effectively and consistently displays ethical behavior with co-workers, customers, and managers. Keeps Supervisor on duty informed of what items need to be ordered.

5. Keeps Grill, Pizza, Salad, and Sandwich stations clean and sanitary while working and cleans thoroughly before going home. Cleans the pizza oven, deep fryers, char-broiler, griddle, hood filters, salad refrigerated display, sandwich and pizza refrigerated reach-ins and food contact surfaces. Contributes to a safe work environment. Follow all safety and sanitation guidelines.

6. Helps maintain the walk-in, prep refrigerators and dry storage areas throughout each shift. Areas should be kept clean and organized. Ensures that products are properly covered, clearly marked and rotated appropriately. Ensures products are stored in their proper place.

7. When assigned to the Pizza station, properly lights, stokes and maintains wood-fired pizza oven at 500 degrees.

8. When assigned to JSC Kitchen or Coffee Cart, assists with production and service.
9. Ensures staff, guest, food, equipment & facility safety at all times. Performs all duties in a safe manner. Provides assistance needed to identify & prevent hazards.


11. Performs other duties as assigned.

**QUALIFICATIONS**

- High School diploma preferred. Culinary degree or certificate highly desirable.
- 3 years of prior volume cooking experience in a restaurant style atmosphere required. Must be familiar with short-order cooking. Must have a good working knowledge of kitchen tools and equipment and be able to work with speed and efficiency in a clean manner.
- Must be knowledgeable of kitchen sanitation procedures. ServeSafe Manager Level Certification preferred.
- Must be able to read and communicate effectively in English, specifically verbally with customers.
- Must have a working knowledge of special diets, food allergies and current dietary trends. Must be able to lift up to 50 pounds and be able to tolerate the physical requirements of frequent walking, extended standing, bending, twisting, and repetitive motion.
- Must be able to work effectively within a diverse community of students, employees, faculty, staff and others.

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to frazierr@oxy.edu and resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.