



BAKERY KITCHEN ASSISTANT - CASUAL *CAMPUS DINING*

POSITION SUMMARY

Under the Direction of the Executive Chef, Sous Chef and Cook A/Baker, the Bakery Kitchen Assistant will produce Bakery items for the Marketplace, Tiger Cooler and catering. Will be responsible for production and ordering of bakery products for regular menu

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Coordinates bakery items needed for the day for Marketplace menu, Tiger Cooler, and special events. Sets priorities, makes sure bakery items are ready on time and to proper standards. Performs job with efficiency and accuracy. Displays accountability for job requirements and positively embraces changing business needs.
2. Keeps food items rotated and stocked and fills Bakery packed orders.
3. Defrosts, proofs, and bakes Marketplace menu items, Tiger Cooler menu items, and special event deserts.
4. Communicates effectively with the Chefs, Cook A/Bakery and management team on items that need to be ordered or revised. Consistently displays ethical behavior with co-workers, customers and managers. Communicate positively with co-workers.
5. Keeps work area(s) clean and sanitary while working and cleans thoroughly before going home. Cleans equipment and food surface contact surfaces. Follows all sanitation guidelines.
6. Provides quality customer service. Handles customer interactions graciously. Acts and dresses professionally.
7. Ensures staff, guest, food, equipment and facility safety at all times. Performs all duties in a safe manner. Provides assistance needed to identify and prevent hazards. Uses proper safety signs and equipment.

QUALIFICATIONS

Experience in a high-volume kitchen desired. Must be knowledgeable of basic culinary practices. Must also be knowledgeable of kitchen sanitation procedures and common food allergens. Must be able to work with speed and efficiency in a clean manner. Must have a basic knowledge of how to use bakery tools and equipment. Must be able to lift at least 30 lbs. and be able to tolerate the physical requirements of frequent

walking, extended standing, bending 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 resumes@oxy.edu and mfernandez2@oxy.edu .

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/human-resources/benefits-information>.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@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.