



COOK A-LEAD

Campus Dining

POSITION SUMMARY

Reporting to the Executive Chef, Chef de Cuisine, and Sous Chefs, the Cook A-Lead is responsible for planning, coordinating, preparing and maintaining all ingredients, food items and equipment needed for the proper execution of stations, special events and catering. Directs activities of the kitchen staff on a shift. Responsible for proper menu substitutions when necessary and making sure that the food items on a shift are made to proper standards and prepared in a timely manner. Fosters an atmosphere of positive teamwork and excellent customer relations. Communication with the kitchen management team is an integral role in this position.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

1. Ensures that stations are properly stocked with the freshest, highest quality ingredients, prepared food, equipment, plates, to-go containers, and serving utensils, before opening, during and at the end of the full shift.
2. Makes soups and sauces, roasts meats, cooks fish, poultry, pasta and pizza, starches, vegetables, vegetarian and vegan items according to standardized recipes and specifications. Is knowledgeable regarding allergens and cross contamination. Relentlessly pursues quality production techniques. Consistently demonstrates attention to timeliness and meets deadlines.
3. Directs the activities of Cook B's, Production and Service Assistants and Casual Staff members. Develops and shares passion for food and beverage. Maintains a productive atmosphere of cooperation and teamwork.
4. Plans, coordinates, cooks, and serves daily offerings as well as special and catered events.
5. Ensures that the work areas are neat and clean before opening, during and at the end of the full shift. Ensures staff, guest, food, equipment & facility safety at all times. Performs all duties in a safe and sanitary manner. Takes food temperatures at regular intervals and records. Provides assistance to identify and prevent hazards. Uses proper safety signs & equipment.
6. Participates in the planning and execution of special events and theme meals.
7. Creates attractive and accurate menu signs and posts at stations. Makes appropriate menu substitutions in a timely manner when necessary. Works with students on special diet needs.
8. In the absence of the Chefs, coordinates the setup and/or breakdown of the kitchen and service area, including proper cooling and/or storage of all food and equipment. Participates in inventories as directed.

9. Takes initiative and follows through. Communicates effectively and consistently displays ethical behavior with co-workers, customers and managers. Positively embraces changing business needs. Takes ownership and displays accountability for decision making.
10. Provides quality customer service. Handles customer interactions graciously. Acts and dresses professionally.
11. Works rotating scheduled shifts as needed based on business needs and scheduled events. Evening and weekends may be required.

The following job accountabilities may be reassigned:

1. Performs other duties as assigned or requested.

QUALIFICATIONS

- Requires a good working knowledge of soups and sauces and proper cooking techniques of all food items.
- Culinary degree preferred, or a combination of culinary education and significant volume cooking experience.
- Must have a minimum of two years experience in a high-volume cooking operation.
- Must be highly knowledgeable of kitchen sanitation and safety procedures. ServSafe Certification (or equivalent food safety certification) is required and must be maintained at all times.
- Must be familiar with special diets and common food allergies, and well versed in methods of servicing customers with these special needs.
- Must be able to organize one's self and others, and work with speed and efficiency in a clean manner.
- Must be a task-oriented person with the ability to plan and execute responsibilities from start to finish.
- Must be able to read, write and converse fluently in English.
- Word processing skills (for menus, recipes, menu signs, etc.) are highly desirable.
- Must obtain and maintain Occidental College designated driver's status at all times.
- Must be able to lift at least 30 pounds and be able to tolerate the physical requirements of frequent walking, extended standing, bending and repetitive motion.
- Requires the ability to work effectively with a diverse workforce and customer base.
- Must be highly motivated and solution oriented with a high degree of integrity, ethics and dedication to the mission of the College.

APPLICATION INSTRUCTIONS

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