POSITION SUMMARY

Under the direction of the Executive Chef, sous chef and cook A/Baker, the Cook B will produce Bakery items for the Market Place, Tiger cooler, Catering and other needs.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following are essential job accountabilities:

1. Keep items for the Bakery Marketplace menu, Tiger Cooler, Catering and other needs stocked, rotated and prepared.
2. Defrosts, proofs, prepares and/or bakes Marketplace menu items, Tiger cooler menu items, special events desserts and other items required.
3. Fills Bakery packed orders.
4. Communicates effectively with the Chefs, Cook A/Bakery and Associate Director on items that need to be ordered. Consistently displays ethical behavior with co-workers, customer and managers. Communicate positively with co-workers.
5. Keeps work area(s) clean and sanitary while working and leans thoroughly before going home. Cleans equipment and food surface contact surfaces. Follows sanitation guidelines.
7. Ensures staff, guests, food, equipment and facility safe 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

Minimum Qualifications.

1. High School Diploma or GED.
2. Two years of experience in high volume kitchen preferred.
3. Serv Safe Certification preferred.
4. Must be knowledgeable of basic kitchen sanitation procedures.
5. Must be able to work with speed and efficiency in a clean manner.
6. Must be able to read, understand and communicate effectively in English.
7. 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.
8. May be re-assigned to the hot kitchen as needed, and perform other related duties as needed or assigned.
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.