



## COOK B – 12 MONTHS – JSC KITCHEN

### *Campus Dining*

---

#### **POSITION SUMMARY**

Under the direction of the Executive Chef, Chef de Cuisine, Sous Chef and Cook A's, the Cook B will set up, operate and close Marketplace station(s). Will prepare and cook menu items for stations and catering. 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 assigned station prepped, rotated and stocked. Displays accountability for job requirements and positively embraces changing business needs.
2. Cooks and presents quality fresh products in volume, as well as to order and for catered events. Follows standardized recipes and uses established production and presentation techniques. Consistently demonstrates attention to timeliness. Performs job with efficiency and accuracy.
3. Stocks all plates, utensils and disposable goods used on station(s). Keeps Chefs and/or lead on duty informed of shortages and damage.
4. Communicates effectively and consistently displays ethical behavior with co-workers, customers and managers.
5. Keeps station(s) clean and sanitary while working and cleans thoroughly before going home. Cleans ovens, deep fryer, char broiler, griddle, hood filters, woks and food surface contact surfaces. Contributes to a safe work environment. Follows all safety and sanitation guidelines.
6. Cleans, organizes and rotates stock of the refrigeration unit(s) associated with the assigned station at close of shift.
7. When assigned to the Chef's Corner, properly lights, stokes and maintains wood-fired pizza oven.
8. When assigned to the Sauté Station, cooks and plates items to order. Prepares and serves pasta of the day.
9. When assigned to catered events, assists the Chefs and/or Cook A on duty with production and service.
10. 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. Provides quality customer service. Responds correctly and appropriately to questions related to ingredients, food preference, and allergies. Handles customer interactions graciously. Acts and dresses professionally.
12. May be assigned to work in the Tiger Cooler as needed.

## **QUALIFICATIONS**

- High School diploma preferred.
- Culinary degree or certificate highly desirable, or 3 years of prior volume cooking experience in a restaurant style atmosphere required.
- Must be knowledgeable of kitchen sanitation procedures. Must be able to work with speed and efficiency in a clean manner.
- ServSafe Manager (or equivalent) Certification preferred.
- Must be able to read recipes 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 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](mailto: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](mailto: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.