



## PRODUCTION/SERVICE ASSISTANT LEAD

### *Campus Dining*

#### **POSITION SUMMARY**

Under the direction of the Sous Chef and Chef Garde Manger, the Production/Service Assistant/Catering Lead will prepare and serve cold food items for catering, and assist with other PSA stations as directed.

#### **SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

- Prepares cold food items for standard and VIP catering in accordance with department practices and standardized recipes.
- Handles customer interactions graciously.
- Communicates effectively with co-workers, customers and supervisors.
- Consistently provides the freshest, highest quality products.
- Consistently demonstrates attention to deadlines and timelines.
- Performs job with efficiency and accuracy
- Positively embraces changing business needs.
- Takes ownership and displays accountability for job requirements
- Consistently displays ethical behavior.
- Contributes to a safe work environment.
- Follows all safety and sanitation guidelines.

During non-peak catering times, will be assigned to any of the following areas:

- Sets up salad bar, restocks and keeps tidy during service hours. Breaks down and cleans the salad bar after service. Restocks salad bar items for the next day's service.
- Sets up deli salad, sandwich and grab & go station. Works at these stations serving customers during service hours. Breaks down and cleans the stations after service.
- Serves hot items during service hours. Breaks down and cleans the station after service.

The following job accountabilities may be reassigned:

- Performs other duties as assigned or requested.

#### **QUALIFICATIONS**

- Requires comprehensive cold food production experience including a minimum of two years experience in a high-volume catering operation.
- Requires the skill and ability to make attractive cold food displays.
- Must be able to lift at least 50 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.

- Preference will be given to applicants with a culinary education and/or ServSafe Manager certification.

### **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.