



PRODUCTION/SERVICE ASSISTANT PART-TIME B – 9 MONTHS/YEAR *CAMPUS DINING*

POSITION SUMMARY

Reporting to the Executive Chef, Sous Chef and Chef Garde Manger, will prepare and serve hot and cold menu items for stations and catering in a timely manner and to proper standards. Is responsible for the cleanliness of work area(s) while working and at end of shift. Fosters positive customer relations.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

1. Prepares cold food items or pre-prepares hot food items for regular service and catering in accordance with department policies and practices and standardized recipes.
2. Keeps all items for assigned station prepped, rotated and stocked. Displays accountability for job requirements and positively embraces changing business needs
3. Consistently provides the freshest, highest quality products, demonstrating attention to deadlines and timelines.
4. Provides quality customer service. Handles customer interactions graciously. Acts and dresses professionally.
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. Communicates effectively with co-workers, customers and supervisors. Consistently displays ethical behavior.
7. Cleans, organizes and rotates stock of the refrigeration unit associated with the assigned station at close of shift.
8. When assigned to work catering or stations in the Marketplace, assists the Chefs, and or Cook A cook or plate items to order in a timely manner within quality guidelines.
9. 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

Prior food preparation experience required. Must have the ability to learn, retain and display the required job skills for food preparation, service and sanitation. Must be able to work with speed and efficiency following proper sanitation guidelines, and have basic knowledge of how to use kitchen 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 and collaboratively within a diverse community of students, employees, staff and others. Must be able to understand and read simple instructions and other communications in English.

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.

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.