



## COOK B/TIGER COOLER

### *Campus Dining*

(FULL TIME/9 MONTHS)

---

#### **POSITION SUMMARY**

Reporting to the Associate Director of Campus Dining and Tiger Cooler Supervisors, the Cook B will set up, operate and close Grill, Pizza, Salad and Sandwich stations as assigned. 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 the Grill, Pizza, Salad, and Sandwich station as assigned prepped, rotated and stocked. Displays accountability for job requirements and positively embraces changing business needs.
2. Cooks and presents quality fresh products as ordered from the Grill, Pizza, Salad and Sandwich station, and for catered events (when assigned to the JSC kitchen). Follows standardized recipes and uses established production and presentation techniques. Consistently demonstrates attention to timeliness. Performs job with efficiency and accuracy.
3. Stocks all equipment and disposable goods used on station(s).
4. Communicates effectively and consistently displays ethical behavior with co-workers, customers, and managers. Keeps Supervisor on duty informed of what items need to be ordered.
5. Keeps Grill, Pizza, Salad, and Sandwich stations clean and sanitary while working and cleans thoroughly before going home. Cleans the pizza oven, deep fryers, char- broiler, griddle, hood filters, salad refrigerated display, sandwich and pizza refrigerated reach-ins and food contact surfaces. Contributes to a safe work environment. Follow all safety and sanitation guidelines.
6. Helps maintain the walk-in, prep refrigerators and dry storage areas throughout each shift. Areas should be kept clean and organized. Ensures that products are properly covered, clearly marked and rotated appropriately. Ensures products are stored in their proper place.
7. When assigned to the Pizza station, properly lights, stokes and maintains wood-fired pizza oven at 500 degrees.
8. When assigned to JSC Kitchen or Coffee Cart, assists with production and service
9. Ensures staff, guest, food, equipment & facility safety at all times. Performs all duties in a safe manner. Provides assistance as needed to identify & prevent hazards
10. Provides quality customer service. Handles customer interactions graciously. Acts and dresses professionally.
11. Performs other duties as assigned.

## QUALIFICATIONS

- High School diploma preferred. Culinary degree or certificate highly desirable.
- 3 years of prior volume cooking experience in a restaurant style atmosphere required. Must be familiar with short-order cooking. Must have a good working knowledge of kitchen tools and equipment and be able to work with speed and efficiency in a clean manner.
- Must be knowledgeable of kitchen sanitation procedures. ServeSafe Manager Level Certification preferred.
- Must be able to read 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, twisting, 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.