PRODUCTION AND SERVICE ASSISTANT
Campus Dining

POSITION SUMMARY

Reporting to the Executive Chef, Sous Chef, Chef de Cuisine 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.


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 food safety and sanitation guidelines. Actively participates in maintaining an A health code rating with LA County Public Health.

6. Communicates effectively and accurately 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 Cooks in cooking or plating 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.

10. Performs other duties as assigned.
QUALIFICATIONS

- Prior food preparation experience required.
- Requires basic knowledge of how to use kitchen tools and equipment.
- 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
- Must be able to lift up to 50 lbs. and be able to tolerate the physical requirements of frequent walking, extended standing, bending and repetitive motion.
- Requires the ability to learn, retain and display understanding of common food allergies and preferences
- Must be able to work effectively and collaboratively within a diverse community of students, staff, and others.
- Must be able to understand simple instructions and other communications in English, both in writing and verbally. Requires demonstrated ability to verbally communicate accurately in English with customers, coworkers and supervisors.
- Must demonstrate a commitment to excellence in customer service.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

We will consider for employment all qualified Applicants, 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.