POSITION SUMMARY

Reporting to the Executive Chef, the PM Sous Chef assumes a major leadership role in food production and service of the overall management of the Johnson Student Center Kitchen, as well as the interrelationship across all dining outlets.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

- Under guidelines developed by the executive chef, is responsible for the organization and execution of food produced and served in the JSC Kitchen, while assisting and liaising with other dining outlets on the evening shift.
- Ensures that all food is produced in an efficient, timely manner, and within established quality standards. Maintains high standards for food appearance, preparation, sanitation and safety. Follows procedures to ensure compliance with health department and workplace safety codes, as well as department and College policies for food and workplace safety and sanitation.
- Assists the Executive Chef in the direct supervision of the JSC Kitchen staff consisting of bargaining unit and casual staff. Assists in the training, development, and discipline of these employees. Prepares and performs annual evaluations. Advises the Executive Chef of disciplinary problems and assists in resolving them. Participates in the hiring and termination process. Directs these areas in a manner consistent with the Executive Chef’s guidelines in their absence.
- Takes a leadership role in implementation and administration of CBORD Food Service Suite menu & nutrition software applications. Standardizes recipes for Catering and the Marketplace. Ensures that employees use standardized recipes where warranted, to maintain product consistency and product cost.
- Participates in a dynamic menu creation process for the Marketplace and catering that reflects the changing desires of customers and the diversity of the College community.
- Assists with the food ordering process. Maintains procedures for controlling food cost by maximizing appropriate usage of food. Oversees the daily distribution and rotation of products. Participates in regular food inventories.
- Represents the department as assigned at committee meetings and campus events. Meets with students and other internal and external customers for communication and public relations purposes.
- Opens and closes Kitchen operations as well as overall Campus Dining department operations by flexible assignment.
- Ensures staff, guest, food, equipment and facility safety at all times. Performs all duties in a safe manner. Takes appropriate measures to prevent hazards, including training staff. Reports hazards as required through proper channels.
- Contributes positively and effectively to a total team management effort within Hospitality Services, allowing for many large special events, major projects and peak workload periods.
QUALIFICATIONS

Minimum Qualifications:

- Culinary degree, or equivalent combination of experience and education
- Minimum of five years of gourmet volume and banquet cooking experience and three years of supervisory experience in a kitchen setting
- ServSafe Manager (7th Edition) certification or equivalent is required, and must be continuously maintained
- Must obtain and retain College Authorized Driver status
- Must demonstrate the ability to use food service technology routinely and effectively to manage multiple aspects of financial and operational procedures including purchasing, receiving, inventory, recipe, and menu modules. Preference will be given to candidates with experience in CBORD FSS software.
- Must possess current working knowledge of nutrition and special diets including comprehensive experience with allergens and other dietary restrictions.
- Requires the physical ability to tolerate standing and walking for extended periods of time, working in fluctuating hot and cold temperatures and the ability to bend and lift up to fifty pounds
- Must have excellent skills in verbal and written communication in English. Spanish fluency is highly desirable
- Must be able to promote a positive working environment in high-pressure situations. Ability to respectfully work, communicate and provide leadership within a diverse campus community.
- Must possess a high degree of integrity, ethics and dedication to the mission of the College
- Requires the ability to meet deadlines on a daily basis

Preferred Qualifications:

- Experience in a college or university setting is desirable

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. 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).

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.