Cook

Application Deadline: Friday, January 17, 2020

$2,731- $3,938/mo. ($15.75 - $22.75/hr) Appointments are typically made at the beginning of the pay range. This is a full-time position in HSU Dining Services with excellent benefits including medical, dental, and vision coverage; CalPERS retirement, life insurance, voluntary pre-tax health and dependent care reimbursement accounts and vacation, holidays, and paid sick leave.

About: HSU Dining Services manages and provides all aspects of culinary services for the campus community. Operations include a full-service, seven days per week dining facility for resident students, a variety of cafes, marketplaces and food court options, and an extensive range of catering services. For additional information about HSU Dining Services, please visit: https://dining.humboldt.edu/

Position Summary: Under general supervision, the Cook prepares, cooks and dispenses food items; cleans work areas and equipment, receives and stores supplies; collaborates with unit managers to plan and develop menu items and production sheets; prepares all hot/cold foods, and in doing so, makes decisions regarding quality, portioning of ingredients, seasoning, and attractiveness of the final product.

Duties: The Cook is responsible for, but not limited to, the following:

- Preparing food dishes according to posted production sheets and provided recipes
- Adjusting recipes to volume demand to keep overproduction and waste to a minimum
- Replenishing food items as needed
- Maintaining portion control in areas where possible
- Making maximum use of leftovers within limits of quality control
- Preparing food items according to projected customer count or standard menus
- Maintaining all foods at proper temperatures
- Properly cleaning and maintaining work area
- Observing all sanitation and safety practices
- Assuming responsibility for proper use, care, and maintenance of equipment
- Storing leftover items using proper methods
- Using all necessary equipment that will help cut down on production time
- Providing input for new menu items
- Testing recipes as directed
- Determining work procedures, prepares work schedules, and expedites work flow
- Monitoring part-time employees’ work and provides feedback for performance improvement and motivation
- Maintaining harmony among staff and resolves grievances
- Assisting with training and supervising employees
- Resolving work problems, adjusts priorities, and makes appropriate adjustments in assigned duties and methods
- Providing feedback to management regarding customer requests and input
- Responding to and resolve customer concerns in a prompt and positive manner

Minimum Qualifications: Must have at least two years of food service cooking experience and ServSafe certificate or equivalent.
Knowledge, Skills and Abilities: In addition to the duties listed above, knowledge of safe food-handling and sanitation practices. Experienced in foodservice industry activities, procedures, and equipment usage. Must be able to work under general supervision. Ability to work effectively in a climate characterized by heavy traffic loads, shifting priorities, and the need to balance multiple tasks. Possess an energy level capable of working in a high-volume, fast-paced environment for extended periods of time. Ease of dealing with a diverse population, including students and staff. Ability to maintain cooperative working relationships in a team-oriented environment. Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

Physical Requirements: Average physical agility and ability to stand for prolonged periods of time; strength and mobility to lift and carry items up to 50 pounds; reach, bend, kneel, stoop, climb, push, and pull items. Must have manual dexterity and eye-hand coordination; corrected hearing and vision to normal range, and clear verbal communication. Ability to work extended shifts.

Special Conditions of Employment: Ability to work a flexible schedule including evenings and weekends. Must possess ServSafe certificate or equivalent. Must speak, read, write, and understand English. Occasional layoff due to lack of work; these periods generally fall on semester breaks and summer session. Strong customer service orientation. Valid California Driver's License and a driving record acceptable to our insurance underwriters. Willingness to comply with neat grooming standards and present a professional appearance.

Application Procedure: Applicants should submit a cover letter of interest, University Center Application, and resume. Application materials that do not include the University Center Employment Application will not be considered.

Application packets can be mailed, e-mailed, faxed, or hand-delivered:
Dining Search Committee
University Center, HSU
1 Harpst Street
Arcata, CA 95521
E-mail: univctrjobs@humboldt.edu
FAX: 707-826-4412

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies.


Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check and employment verification) must be completed satisfactorily before any candidate can be offered a position with the University Center. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current University Center employees who apply for the position.

The University Center is an Equal Opportunity/Title IX employer, and hires only individuals authorized to work in the United States. This is NOT a State position.