

STOREKEEPER (005062) 21085
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=173340>

Downloaded On: Jan. 21, 2022 6:06pm

Posted Nov. 24, 2021, set to expire Mar. 24, 2022

Job Title	STOREKEEPER (005062) 21085
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Nov. 24, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Fiscal Services
Apply Online Here	https://apptrkr.com/2665570

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual,

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economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [\[url=https://apptrkr.com/get_redirect.php?id=2665570&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/\]](https://apptrkr.com/get_redirect.php?id=2665570&targetURL=https://strategicplan.berkeley.edu/guiding-values-and-principles/)Guiding Values and Principles, our [\[url=https://apptrkr.com/get_redirect.php?id=2665570&targetURL=https://diversity.berkeley.edu/principles-community\]](https://apptrkr.com/get_redirect.php?id=2665570&targetURL=https://diversity.berkeley.edu/principles-community)Principles of Community, and [\[url=https://apptrkr.com/get_redirect.php?id=2665570&targetURL=https://strategicplan.berkeley.edu/\]](https://apptrkr.com/get_redirect.php?id=2665570&targetURL=https://strategicplan.berkeley.edu/)our Strategic Plan[\[url=https://apptrkr.com/get_redirect.php?id=2665570&targetURL=https://strategicplan.berkeley.edu\]](https://apptrkr.com/get_redirect.php?id=2665570&targetURL=https://strategicplan.berkeley.edu).

Departmental Overview

About International House: Founded in 1930 through a gift from John D. Rockefeller, Jr., International House is a 501 (c) 3 non-profit, self-supporting residential and community-oriented facility located in the southeast foothills of the Berkeley Campus. The historic complex is adjacent to the California Memorial Stadium along Piedmont Avenue. The building has six floors of 470 single and double residential rooms, including a conference center featuring the Chevron Auditorium with a capacity of 350, several other smaller meeting rooms, plus a library, and a dining commons with a capacity of 325. Since its founding, it has housed more than 95,000 residents including two Governors of California and eight Nobel Prize laureates. Its mission is to foster intercultural respect and understanding among people throughout the world across cultural, economic, and ethnic lines.

Each year I-House provides some 1,100 students and scholars from 75+ nationalities (including the USA) with an opportunity to live and learn together over the course of a typical 12-month cycle. With a renewed emphasis on the acquisition of intercultural leadership skills, I-House strives to augment and expand the impact of the residential life experience by encouraging lifetime personal and professional connections that transform lives and offer skills that enrich and enhance career opportunities. I-House's rich array of programs serves the residents, the campus and local community.

Application Review Date

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The First Review Date for this job is: August 3, 2021

Responsibilities

Under general supervision by unit managers and supervisors, provide support to the receiving and ordering needs of International House Hospitality department. Utilizing pars set forth by supervisor, contribute to the process of determining if additional product is needed to maintain adequate in-stocks. If necessary, retrieve product from remote location. Interact with vendors and delivery drivers to supply the department's needs. Receive and review incoming shipments, and confirm quality and safety of product entering the facility, as well as accurate product delivery and invoicing. Communicate any discrepancies, credits, returns or any other invoice adjustments that may be needed to supervisor. Properly store food in the various storage areas; using proper safety standards including, but not limited to first in first out procedures, proper product designation. Stock floor shelves, storage and coolers/freezers with products, ingredients and supplies, following first in first out standards. Maintain the flow of food product on an ongoing rotation for upcoming production needs and monitor and communicate code dates. Assist in any assigned culinary production and service staff by preparing ingredients and products. Support food preparation by participating in completion of unit inventory process as assigned. Operate unit assigned vehicles as needed to pick up/deliver goods on or off campus, following all Campus, Department and State guidelines for safety and traffic laws. Maintain work and storage areas clean and organized to promote efficiency and safety. Provide training and support to staff. Complete all mandated logs mandated to ensure proper temperatures and PPM levels are being maintained. Keep preparation, storage and service areas clean/debris free; proactively identify and correct hazards. Use chemicals per SDS. Adapt to changes or unusual circumstances in a way that promotes cooperation and minimizes disruption of the working environment. Interact with internal and external customers by demonstrating professionalism, enthusiasm, integrity and a welcoming attitude including greeting customers, interacting in a pleasant manner, anticipating customer needs and displaying a positive demeanor. Create a customer service center environment by encouraging collaboration and problem solving with co-workers.

RECEIVING, STORAGE, STOCKING, CLEANING & CUSTODIAL DUTIES (60%)

Provide support to the purchasing and receiving needs of the hospitality department. Utilizing pars set forth by supervisor, contribute to the process of determining if additional product is needed to maintain adequate in-stocks. If necessary, retrieve product from remote location. Interact with vendors and delivery drivers to supply the department's needs. Receive and review incoming shipments, and confirm quality and safety of product entering the facility, as well as accurate product delivery and invoicing. Communicate any discrepancies, credits, returns or any other invoice adjustments that may be needed to supervisor. Properly store food in the various storage areas; using proper safety

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standards including, but not limited to first in first out procedures, proper product designation. Stock storage and coolers/freezers with products, ingredients and supplies, following first in first out standards. Maintain the flow of food product on an ongoing rotation for upcoming production needs and monitor and communicate code dates. Assist in any assigned culinary production and service staff by preparing ingredients and products. Support food preparation. Participate in completion of unit inventory process as assigned. Operate unit assigned vehicles as needed to pick up/deliver goods on or off campus, following all Campus, Department and State guidelines for safety and traffic laws. Maintain work and storage areas clean and organized to promote efficiency and safety. Perform a full range of cleaning and organizing tasks in kitchen, customer areas, bathrooms, interior and exterior dock areas, interior and exterior dining areas. Work with various pieces of industrial level equipment and dishwashers. Perform routine preventive maintenance tasks to all equipment assigned, following daily and deep cleaning schedules and processes established by the SOP. Provide training and support to less experienced staff. Perform other duties as assigned. Guide, delegate and assign a wide range of tasks to student assistants where applicable.

SAFETY & SANITATION (25%)

Actively participate in assuring standards for food and physical safety are met by following HACCP procedures and using PPE. Complete all mandated logs mandated to ensure proper temperatures and PPM levels are being maintained. Keep preparation, storage and service areas clean/debris free; proactively identify and correct hazards. Collect and empty trash. Clean dishes, trays, pots, pans, utensils, etc. Use chemicals per SDS information. Set-up/clean equipment, work tables, sinks and drains at beginning, during and end of shift. Maintain equipment and machines for safety and service; communicate equipment failure or maintenance issues to supervisor. Know how to safely operate all machines utilized during shift. Sort waste. Identify and inform supervisors and managers of suspected unnecessary food, product or supply waste. Adapt to changes or unusual circumstances in a way that promotes cooperation and minimizes disruption of the working environment.

CUSTOMER SERVICES & PROFESSIONAL COMMUNICATION (15%)

Serves as a liaison to the leaders of Hospitality Services to ensure smooth operations within the department. Recommend menu changes as needed to rotate stock and use perishable goods in a timely manner. Checks grease trap levels monthly to ensure scheduling of cleaning is reasonable. Interact with internal and external customers by demonstrating: professionalism, enthusiasm, integrity and a welcoming attitude including greeting customers, interacting in a pleasant manner, anticipating customer needs and displaying a positive demeanor. Participate in production and other departmental meetings, workshops and conferences on a regular basis. Listen carefully to customers concerns and questions and answer appropriately. Act professionally ensure that message, tone, body language and

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attentiveness exhibit a high level of helpfulness and commitment and excellent customer service. Create a customer service center environment by encouraging collaboration & problem solving with co-workers.

Required Qualifications

Minimum Qualifications

* Experience with customer service to cooperate with public and other staff members and convey a helpful, positive attitude. Interpersonal skills to work effectively with and provide excellent customer service to a diverse campus community; communication skills to establish and maintain cooperative working relationships. Experience working under strict deadlines and production/delivery timelines. Experience receiving food product in a commercial environment. Skill to understand and accurately apply math skills to verify delivery and vendor accuracy Skills to communicate in English, both orally and in written form to understand and carry out oral and written instructions and interact effectively with co-workers, supervisors and guests. Experience guiding a wide range of tasks to student assistants and kitchen support staff. Experience receiving and inspecting goods for quality and product integrity in a dining facility Experience maintaining a sanitary, safe and organized personal work area. Experience checking food temperatures throughout all food safety steps including food preparation, meal service, and storage; complete logs, date, and label and store all foods. Experience using appropriate Personal Protective Equipment [PPE].

Preferred Qualifications

Preferred Qualifications

* Problem solving skills to troubleshoot problems as they arise, find alternate solutions, and implement solutions in a professional and efficient manner. Ability to drive between campus operations or to vendors to pick up product as needed. Knowledge of proper procedures for lifting, handling broken glass and skill to use wet floor signs when mopping floors or cleaning up spills. Skill to verify proper concentration of sanitized solution using test strips.

Salary & Benefits

* Working Hours: Monday - Friday 7:00am - 3:30pm

Salary/Benefits: \$21.00 Hourly (Step 1)

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For information on the comprehensive benefits package offered by the University visit:

[url=https://apptrkr.com/get_redirect.php?id=2665570&targetURL=https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html]https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

[url=https://apptrkr.com/get_redirect.php?id=2665570&targetURL=https://www.eeoc.gov/sites/default/files/mig]https://www.eeoc.gov/sites/default/files/mig
For the complete University of California nondiscrimination and affirmative action policy see:

[url=https://apptrkr.com/get_redirect.php?id=2665570&targetURL=http://policy.ucop.edu/doc/4000376/Nondis]http://policy.ucop.edu/doc/4000376/Nondis

To apply, visit

[url=https://apptrkr.com/2665570]https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/H

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A



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