

**Cook (5523C), Berkeley Dining - 70523**  
**University of California, Berkeley**

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Posted Sep. 26, 2024, set to expire Jan. 23, 2025

<b>Job Title</b>	Cook (5523C), Berkeley Dining - 70523
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 26, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Dining Services
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**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

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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, 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 [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

## Departmental Overview

In the Division of Student Affairs and under the Residential Student Services Programs portfolio, Cal Dining is a self-operated dining program focused on culinary excellence, social responsibility and supporting the living/learning environment of our customers. With more than 12,000 meal plan holders, Cal Dining serves over 5 million meals per year in 14 facilities with a combination of residential "all you care to eat" dining, retail "a la carte" dining, training table, early childhood meal production and catering. Cal Dining services the campus seven days per week, seventeen hours per day employing 450 full and part time staff and approximately 400 Cal student workers across multiple locations.

## Position Summary

This position is journeyman level: has experience and competency in food preparation. Reports to Executive Chef. May assume a leadership role in the kitchen in organizing and directing the production staff for residence hall meal service. Under direction of Manager, Executive Chef, Sous Chef or Senior Cook prepares main entrees, more complex starch recipes, and special sauces. Follows policies, rules and regulations of the University and the department. Ensures that health and safety guidelines are

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practiced. Performs other related duties as assigned.

### **Application Review Date**

The First Review Date for this job is: 07/08/2024.

### **Responsibilities**

#### Food Production

- Prepare assigned menu items following department recipes and production sheets for breakfast, lunch, brunch and/or dinner, including entrees, side dishes, accompaniments, soups, breads, desserts, etc., following the standard HACCP principles of food preparation, safety, and sanitation in food production and service. Follow rules and policies for organic certification. Merchandise food including garnishing for serving line presentation. Participate in ongoing customer service programs which includes "just in time" cooking, demonstration cooking and interaction with customers.
- Prepare food from scratch independently for multiple cycle menus. Make recommendations to Manager, Sous Chef or Senior Cook on problem recipes. Complete service records at end of meal period. Track and record food waste and donations. Performs other duties as assigned  
HACCP Principles:

- (1) Identify the potential consumer health hazards,
- (2) Identify the control points where the identified hazards may occur,
- (3) Establish critical limits for the potential hazards and safety measures,
- (4) Establish monitoring routines to ensure safety measures are working,
- (5) Establish appropriate responses if monitoring indicates a problem,
- (6) Establish accurate and detailed recordkeeping system that documents problems and the remedial steps to be taken, and
- (7) Establish a verification system that ensures the above steps are being followed.

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- May be asked to assist in other areas of the operation working down in classification

### Quality Assurance

- Can decide re-use values for food, following HACCP guidelines. Distribute prepared food at correct temperatures prior to service for specified meals to designated serving areas. Batch cooks food items as appropriate for organic and standard menu. Frequently check service line to ensure quality control and HACCP standards are met. Store products to maximize quality. Store leftover food properly and with Manager and/or plans usage. Prepare and date food samples taken from service.
- Establish and maintain positive relations with our customers. Listen, and if possible, resolve customers' needs and report them to the manager and/or supervisor. Interact enthusiastically and pleasantly with customers and co-workers to ensure a positive interaction and outcome in every interaction. Responsible for practicing good stewardship with university and customer resources.
- Prevents cross-contamination -the transfer of pathogens (any agent that can cause disease) from one surface or food to another.
- Be aware of potential allergens -any substance that induces an allergy such as dairy, wheat, eggs, soy, fish and shellfish, and nuts. Be ready to answer questions about a dish that may contain an allergen. Make sure allergen is not transferred from one surface or food to another surface or food not containing the allergen. -follow recipes and no secret ingredients

### Safety and Sanitation

- Safely operate and maintain all following equipment used in food production and service, including: mixer, food processor, ovens, steamers, fryers, grills, warmers, skillets, kettles, knives and utensils, wok, broiler, etc. Identify problems with equipment.
- Ensure the cleanliness, safety, and sanitation of designated storage and work areas, large and small equipment and utensils used in food production

### Direction/Training

- Plan own production schedule with Executive Chef, Manager, Sous Chef or Senior Cook; may instruct and direct the work of the kitchen staff to meet specified meal hour requirements. Direct service staff during meal service, i.e. presentation, plating, portion control, quality control. Train other production staff, including demonstration cooking, in absence of Senior Cook or Sous Chef.
- Provide oversight and mentoring of food service workers and student staff.

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Professional development and other duties as assigned.

### Required Qualifications

- Ability to read, write, perform basic arithmetic calculations.
- Experience in food preparation and general maintenance in a kitchen.
- Ability to work independently and to prepare multiple menu items for a meal.
- Ability to successfully perform demonstration cooking and to prepare quality baked products.
- Ability to direct other staff.
- Ability to follow recipes.
- Demonstrated knowledge of food safety and sanitation.
- Proven organizational skills.
- Ability to complete service records accurately at the conclusion of a meal.
- Ability to lift and carry up to 50 lbs.

IIPP Requirements - Works in a safe and responsible manner while not putting others at risk. This includes complying with applicable policies and regulations, using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

### Preferred Qualifications

- Experience in large volume production.
- ServSafe or Food Service Handler Certification.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt Partial Year Career appointment, which is paid hourly and eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this

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job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$23.78 (Step 9) - \$27.89 (Step 17).

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>

### ARTICLE 30 POSITIONS/APPOINTMENTS

Partial-year appointments are career appointments established with regularly scheduled periods during which the incumbents remain employees but are not at work. These scheduled periods during which employees are not at work are designated as furloughs and are unpaid. Such scheduled periods need not be consecutive in time. Furloughs are not to exceed a total of three months in each calendar year.

- This is not a visa opportunity.
- This recruitment has 15 openings.

### 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

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employment contingent upon successful completion of the background check.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **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, please see the [https://apptrkr.com/get\\_redirect.php?id=5670249&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5670249&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)



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### Contact Information

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

### Contact

N/A

University of California, Berkeley

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