

**Sr. Storekeeper (5062C), Berkeley Dining - 74218**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=248387>

Downloaded On: Nov. 12, 2024 8:04pm

Posted Nov. 7, 2024, set to expire Mar. 6, 2025

<b>Job Title</b>	Sr. Storekeeper (5062C), Berkeley Dining - 74218
<b>Department</b>	Berkeley Dining
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Nov. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation Dining Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5785790">https://apptrkr.com/5785790</a>
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<b>Job Description</b>	

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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,

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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, 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, Berkeley 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, Berkeley 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, early childhood education meal production, and catering. Berkeley Dining services the campus seven days per week, seventeen hours per day across multiple locations.

### **Application Review Date**

The First Review Date for this job is: November 19, 2024

### **Responsibilities**

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### Receiving, Storage, and Distribution

- Receive, inspect, and store all food and non-food products in specified areas in accordance with HACCP guidelines.
- Date and rotate all inventory items using the FIFO Principles (First In First Out).
- Ensure food is held and loaded at safe temperatures.
- Assist manager with inventory, ordering, and planning supply distribution schedule using a computerized food management system.
- Responsible for the organization and cleanliness of all storage spaces.
- Record temperatures of all refrigerators and freezers daily, and maintain records for three months.
- Oversee receipt and distribution of products.
- Receive up to 30 deliveries daily.
- Ensure invoice accuracy, proper condition of products, and handle return of damaged or suspicious inventory.
- Monitor loading area to provide necessary access for vehicles and delivery trucks.
- Issue all food and non-food products to staff for daily operations.
- Transfer supplies to other units when needed.
- Uphold the security of receiving areas, coolers, freezers, and storerooms.
- Ensure food, products, and equipment are secured properly and issued according to standard operating procedures.

### Procurement

- Assist manager in daily ordering using a computerized food management system.
- Maintain a professional working relationship with all staff, vendors, and customers.
- Assist other Cal Dining units in times of food or non-food product shortages.
- Reprint service needs from computerized food system as required.
- Submit invoices to manager for approval and signature.

### Food Preparation / Health and Safety Standards

- Clean, prepare, and store food following basic HACCP principles of food preparation, safety, and sanitation.
- Safely operate and maintain necessary equipment.
- Ensure cleanliness, safety, and sanitation of designated storage and work areas, large and small equipment, and utensils used in food production.

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- Prepare and distribute products to food production staff or other units based on production sheets, storeroom requisitions, or requests to meet production schedules.
- Finish preparation of pre-cooked products for service to Cal Dining concession patrons.
- Pop popcorn as needed for resale at concession events.
- Assemble food and beverage orders for guests as requested by patrons at concession events.

#### Guest Services

- Take and assemble patron orders for both food and beverage, as needed.
- Engage guests and co-workers appropriately to satisfy needs while expediting services.
- Establish and maintain positive relations with customers.
- Listen to and, if possible, resolve customers' needs and report them to the manager or supervisor.
- Interact enthusiastically and pleasantly with customers and co-workers to ensure a positive experience.
- Practice good stewardship with university and customer resources.

#### Direction and Training

- Work with manager to plan daily and weekly work assignments.
- Provide leadership, direction, and training to storekeepers to carry out assignments safely and effectively.
- Monitor performance, identify training needs, and work with manager to provide training.
- Communicate concerns and recommend solutions to management (e.g., staffing, equipment, cleaning products).
- Identify, plan, and implement special cleaning projects with manager.
- Inventory, organize, and order supplies and equipment as needed.

#### Maintenance

- Maintain overall appearance and cleanliness of storage areas, concession stands, and condiment areas.
- Sweep and mop as needed.
- Wash and sanitize service equipment and supplies used in the production and service of food and beverage products for concessions.
- Secure equipment, supplies, and materials used within the scope of the concession operation.

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**Professional Development and Other Duties as Assigned:**

**IIPP Requirements:**

- Work safely and responsibly without putting others at risk.
- Comply with applicable policies and regulations.
- Use personal safety gear.
- Observe warning signs and learn about potential hazards.
- Report unsafe conditions.

**Required Qualifications**

- Minimum 2 years' experience in receiving and or warehouse management
- Previous experience delivering items by car/truck
- Customer service skills
- Storeroom experience, e.g. shipping, receiving, storage, issuing, product distribution, record keeping.
- Experience in inventory control
- Experience in cash handling and customer service
- Ability to follow oral and written instructions in English
- Knowledge of food safety and sanitation
- Ability to lift and carry up to 50lbs

**Preferred Qualifications**

- Previous food service, inventory, and/or storekeeping experience.
- ServSafe or Food Service Handler Certification

**Salary & 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 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,

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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 \$27.68 - \$32.42, Step 9.0 - 17.0. This is a non-exempt, bi-weekly paid position.

- This is a full-time, Partial-Year Career position that is eligible for full benefits.
- 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>
- 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.

### **How to Apply**

To apply, please submit your resume and cover letter.

### **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.

### **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.

### **Driving Required**

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A valid driver's license and DMV check for driving record is required.

**Other Information**

This is not a visa opportunity.

**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 [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)

**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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