

Cook (5523C), International House - 72007
University of California, Berkeley

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Posted Apr. 15, 2025, set to expire Jul. 1, 2025

Job Title Cook (5523C), International House - 72007
Department International House
Institution University of California, Berkeley
Berkeley, California

Date Posted Apr. 15, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) 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.

Departmental Overview

Truly a unique and inspirational organization, International House is committed to fostering intercultural respect and leadership skills to promote an equitable, peaceful world. Originally founded in 1930, International House remains a

vibrant community, affiliated with the University of California, Berkeley. International House promotes lifelong friendships and learning throughout a vastly multicultural community, promoting greater understanding and acceptance. International House is also home to the Robertson Center for Intercultural

Leadership and Programs (RCILP), a center for programming and training to cultivate leadership, understanding, and cross-cultural collaboration. Through RCILP, students are provided the opportunity to broaden their knowledge and skills in engaging with various cultures, building diverse teams, leading inclusivity, and creating a culture of belonging. Approaching its centennial anniversary, I-House is positioned in a crucial space to continue broadening perspectives in our increasingly global world. At International House, we believe that the world is more peaceful when we embrace diversity. We seek,

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value, and are committed to hiring talented and qualified individuals from diverse backgrounds. We celebrate all our differences and foster inclusion across, but not limited to, race, ethnicity, gender identity and expression, sexual orientation, age, religion, ability, parental status, and experience.

Position Summary

This position is journeyman level: has experience and competency in food preparation. Reports to Chef Manager. May assume a leadership role in the kitchen in organizing and directing the production staff for scheduled meal service in the Dining Hall. Under direction of Chef, or Senior Cook, the Cook prepares main entrees, and more complex recipes. Follows policies, rules and regulations of the University and the department. Ensures that health and safety guidelines are practiced. Performs other related duties as assigned.

Application Review Date

The First Review Date for this job is: 09/04/2024.

Responsibilities

FOOD PRODUCTION:

- Prepares assigned menu items following department recipes and production sheets for breakfast, lunch, brunch and/or dinner, including entrees, side dishes, salads, starches, vegetables, gravies and sauces, soups, desserts, gelatins, and puddings, following the standard HACCP principles of food preparation, safety, and sanitation in food production and service.
- Merchandises food including garnishing for station presentation.
- Participates in ongoing customer service programs which includes "just in time" cooking, demonstration cooking, station cooking, collaboration with food service workers, and interaction with customers.
- Prepares food from scratch.
- Responsible for preparing entrees and works independently.
- Responsible for food station preparation, presentation, production set-up, organization, and clean-up.
- Makes recommendations to Chef or Senior Cook on problem recipes, and collaborates with the cooking team to make recommendations and improve recipes and menu.
- Reports production and mealtime usage to Chef Managers and uses the production sheets from the inventory management system to prepare meals.
- Completes service records at end of meal period.

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- In conjunction with the Chef, can decide re-use values for food, following HACCP guidelines.
- Distributes prepared food at correct temperatures prior to service for specified meals to designated serving areas.
- Batch cooks food items as appropriate. Stores products to maximize quality.
- Stores leftover food properly including documenting dates and holding times.
- Works with Chef to develop plan for leftover usage.
- Serve Safe Certification must be kept updated to ensure proper food handling guidelines are adhered to.

SAFETY AND SANITATION /QUALITY ASSURANCE:

- Safely operates and maintains the following equipment used in food production and service: mixer, food chopper, ovens, steamers, fryers, grills, thermotainers, can opener, steam jacketed kettles, knives and utensils, wok station, pizza oven, broiler grill, and saute station, omelet station, rotisserie oven, flat-top grill, wok and cooking ovens and other equipment as necessary.

DIRECTION/TRAINING:

- Works with food service workers and student employees, to ensure proper presentation, plating, portion control and quality control.
- Instructs Food Service Workers and student employees on proper service and plate presentation at assigned food station.

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.
- Three years of experience in food preparation and general maintenance of a kitchen area; or an equivalent combination of education and experience/training.

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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.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, 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 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 hourly range that the University reasonably expects to pay for this position is \$20.31 (Step 1) - \$27.33 (Step 16).

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>

- This is not a visa opportunity.

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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.

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=6141216&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

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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