

**Cook (5523C), International House - 77831**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=257383>

Downloaded On: Jun. 1, 2025 3:58am

Posted May 23, 2025, set to expire Jul. 1, 2025

**Job Title** Cook (5523C), International House - 77831  
**Department** International House  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** May 23, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Dining Services

**Apply Online Here** <https://apptrkr.com/6250722>

**Apply By Email**

**Job Description**

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### **About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## 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, 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.

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## **Application Review Date**

The First Review Date for this job is: 06/05/2025.

## **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.

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:

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mixer, food chopper, ovens, steamers, fryers, grills, thermotainer, can opener, steam jacketed kettles, knives and utensils, work 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.
- 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**

- ServSafe or Food Service Handling Certification.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the

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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 \$20.92 (Step 1) - \$23.57 (Step 7).

### 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.
- This recruitment has 2 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 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

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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.

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

**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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