

Cook (5523C), Berkeley Dining - 78188
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=262188>

Downloaded On: Sep. 9, 2025 9:43pm

Posted Sep. 8, 2025, set to expire Jun. 30, 2026

Job Title Cook (5523C), Berkeley Dining - 78188
Department Berkeley Dining
Institution University of California, Berkeley
Berkeley, California

Date Posted Sep. 8, 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/6551265>

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

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 table, early childhood meal production and catering. Berkeley 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.

The Cook position prepares various items to support the Berkeley Dining's vision of providing great tasting food for every palate in a wide-variety of seasonal menus and ethnic specialties.

Application Review Date

- The First Review Date for this job is: May 21, 2025. For full consideration please apply on or before the First Review Date.
- This position has 19 openings and will remain open until filled.

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

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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 include "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 the end of the meal period.
- Track and record food waste and donations.
- Perform other duties as assigned.

HACCP Principles:

- Identify the potential consumer health hazards.
- Identify the control points where the identified hazards may occur.
- Establish critical limits for the potential hazards and safety measures.
- Establish monitoring routines to ensure safety measures are working.
- Establish appropriate responses if monitoring indicates a problem.
- Establish an accurate and detailed recordkeeping system that documents problems and the remedial steps to be taken.
- Establish a verification system that ensures the above steps are being followed.
- May be asked to assist in other areas of the operation working down in classification.

Quality Assurance

- 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 cook 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 plan usage with the Manager.
- Prepare and date food samples taken from service.
- Establish and maintain positive relations with customers.
- Listen and, if possible, resolve customer 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.

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- Practice good stewardship with university and customer resources.
- Prevent cross-contamination-the transfer of pathogens from one surface or food to another.
- Be aware of potential allergens, such as dairy, wheat, eggs, soy, fish and shellfish, and nuts.
- Be ready to answer questions about a dish that may contain an allergen.
- Ensure allergens are not transferred from one surface or food to another that does not contain the allergen.
- Follow recipes and do not include secret ingredients.

Safety and Sanitation

- Safely operate and maintain all 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, as well as 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.
- Instruct and direct the work of kitchen staff to meet specified meal hour requirements.
- Direct service staff during meal service, including presentation, plating, portion control, and quality control.
- Train other production staff, including demonstration cooking, in the absence of Senior Cook or Sous Chef.
- Provide oversight and mentoring of food service workers and student staff.

Professional Development and Other Duties

- Participate in professional development opportunities as assigned.
- Perform 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.

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- 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

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 salary or hourly range that the University reasonably expects to pay for this position is \$25.22 - \$30.17, Steps 8.0 - 17.0. This is a non-exempt, bi-weekly paid position.
- This is a full-time, Partial-Year Career appointment with furlough that is eligible for full UC benefits.
- This is an on-site position at the University of California, Berkeley.

How to Apply

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To apply, please submit your resume.

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.

SB 791 and AB 810 Misconduct Disclosure

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](#)

Other Information

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- This is not a visa opportunity.
- 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>

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

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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