

**COOK (005523), I-House 63472**  
**University of California, Berkeley**

Direct Link: <https://www.AcademicKeys.com/r?job=229650>

Downloaded On: May. 8, 2024 10:44am

Posted Jan. 29, 2024, set to expire Jun. 30, 2024

**Job Title** COOK (005523), I-House 63472  
**Department** International House  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jan. 29, 2024

**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/4970811>

**Apply By Email**

**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](#).

## **Departmental Overview**

Founded in 1930 through a gift from John D. Rockefeller, Jr., International House is a 501 (c) 3 non-profit, self-supporting residential and community-oriented facility located in the southeast foothills of the Berkeley Campus. The historic complex is adjacent to the California Memorial Stadium along Piedmont Avenue. The building has six floors of 470 single and double residential rooms, including a conference center featuring the Chevron Auditorium with a capacity of 350, several other smaller meeting rooms, plus a library, and a dining commons with a capacity of 325. Since its founding, it has housed more than 95,000 residents including two Governors of California and eight Nobel Prize laureates. Its mission is to foster intercultural respect and understanding among people throughout the world across cultural, economic, and ethnic lines.

Each year I-House provides some 1,100 students and scholars from 75+ nationalities (including the USA) with an opportunity to live and learn together over the course of a typical 12-month cycle. With a renewed emphasis on the acquisition of intercultural leadership skills, I-House strives to augment and expand the impact of the residential life experience by encouraging lifetime personal and professional connections that transform lives and offer skills that enrich and enhance career opportunities. I-House's rich array of programs serves the residents, the campus and local community.

## **Responsibilities**

### **FOOD PRODUCTION**

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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.

### **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. Identifies problems with equipment and immediately reports them to supervisor. Demonstrates ability to use different kitchen equipment, should be able to disassemble and assemble equipment for cleaning, and will clean equipment used and as assigned.

Is responsible for cleaning assigned work station throughout the shift and ensures the cleanliness, safety and sanitation of designated and assigned storage and work areas and large and small equipment and utensils used in food production. Cleans and sanitizes floor, work tables and all food preparation areas and surfaces as scheduled.

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**

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**adhered to.**

### **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.

### **IIPP**

Follows health and safety training, takes guidance on safe work practices, uses proper equipment correctly, observes safe work practices and correct methods, and assists with investigating accidents. Works in a safe and responsible manner while not putting self or others at risk. Alerts others to unsafe practices and procedures. This includes complying with applicable policies and regulations; using personal safety gear; observing warning signs; learning about potential hazards; and reporting unsafe conditions.

### **Required Qualifications**

- 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 read, write, perform basic arithmetic, and follow oral and written instructions in English.
- 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.

### **Salary & Benefits**

- This is a full-time (40 hours/week) Career Appointment, eligible for full UC benefits.
- **Required Work Schedule:**
  - Sunday - 8:00am - 4:30pm | Monday - Tuesday - 12:30pm - 9:00pm | Wednesday &

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Thursday OFF | Friday 12:30pm - 9:00pm | Saturday 8:00am - 4:30pm

○ Sunday - 7:00am - 3:30pm | Monday - Tuesday - Wednesday 6:00am - 2:30pm | Thursday & Friday OFF | Saturday 7:00am - 3:30pm

- This position is a non-exempt, bi-weekly paid position.
- **Salary Range** is - \$19.72 - \$27.08 (hourly pay for this role is commensurate with experience)
- For information on the comprehensive benefits package offered by the University visit:  
<https://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

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>

## **How to Apply**

Please submit your cover letter and resume as a single attachment when applying. Please upload the document in the Resume section, then skip the (optional) Cover Letter upload section.

## **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.

## **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 see:

[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/poster\\_screen\\_reader\\_optimized.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf)

For the complete University of California nondiscrimination and affirmative action policy see:

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<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

**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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