

Prep Cook/Server/Utility Worker

The Dining Services department of Pitzer College seeks an experienced and reliable individual for the position of Prep Cook/Server/Utility Worker. This is a part-time position working 10 months per year, 40 hours per week. The ideal candidate has experience in a high-volume food service environment, is a quick-learner with high stamina and an ability to get along with individuals from diverse backgrounds. This is a great opportunity for an individual with limited experience to work in a top-rated campus dining facility.

PITZER COLLEGE is a top-ranked liberal arts institution and member of the prestigious consortium of The Claremont Colleges. With a student body of approximately 1,000 co-educational undergraduates, Pitzer's core values include social responsibility, intercultural understanding, interdisciplinary learning, student engagement and environmental sustainability.

Note: This is a summary of the essential functions and requirements for the position; a detailed description is available at the hyperlink listed below.

ESSENTIAL FUNCTIONS

Prep Cook Duties:

1. Assist with the preparation of food items during service, including but not limited to: cleaning, sorting, and preparing fruits, vegetables, and herbs; preparing dressings, sauces, and spreads; slicing prepared meats and cheeses; preparing smoothies.
2. Assist the bakers with prep duties as needed.
3. Assist with the set-up of service stations prior to meal periods.
4. Assist with verification of all food temperatures.
5. Clean and sanitize all work areas and work stations after each meal service.

Serving Duties:

6. Work with the Cooks and Chef to organize and set-up the offerings at the smoothie bar, salad bar, fruit & yogurt station, and deli station before each meal. Set the station with appropriate décor, menu items, and service utensils, as well as verify signage prior to opening
7. Greet guests within the servery and help complete orders, paying attention to portions and special guest needs.
8. Immediately refer all allergen questions to the Chef or a manager.
9. Clean and restock the stations as necessary. Play an important communications role in the batch cooking system to ensure the freshest food possible.
10. Work with the Cooks and Chef to organize and set-up the offerings at the smoothie bar, salad bar, fruit & yogurt station, and deli station before each meal. Set the station with appropriate décor, menu items, and service utensils, as well as verify signage prior to opening

Utility Duties:

11. Set up the dish machine before the start of the meal.

12. Assist with washing all dishes in dishroom, helping to keep tray return empty during the entire meal period and/or at end of the day.
13. Assist with keeping dishroom and pot sink areas organized and sanitary, being aware of potential cross contamination hazards.
14. Assist with final cleaning of all dishes, pots and pans; break down of dish machine at end of day; and final sweeping and mopping of kitchen and dishroom.
15. Perform other essential duties and tasks as needed.

Work Hours: This is a part-time position working 10 months per year (August to May), 40 hours per week. Work hours are assigned Saturday to Friday, between 6:00 am to 9:00 pm, when classes are in session. During department closures (approximately 1-2 weeks three times per year in December/January, May and August), work is available by signed agreement in other departments and is generally offered for daytime periods, but may include evenings, weekends and holidays. Schedules are not guaranteed.

REQUIREMENTS

Education: High school diploma or GED; or any combination of education and experience that provides the required knowledge, skills and abilities.

Experience: At least one year of directly related experience in a high-volume, fast paced environment with a heavy workload. Some previous experience with hot, cold, and exhibition style food preparation and from scratch cooking is required.

Licenses/Certifications: Must have a valid California Food Handler's Permit.

Physical Requirements: This is a very active position. See requirement in job description.

COMPENSATION

Rate of Pay: The hourly rate will be commensurate with qualifications, plus excellent benefits, which can be viewed at <http://pitweb.pitzer.edu/human-resources/benefits/>.

Benefits: This position is eligible for the College's full program of employee benefits subject to the terms and conditions in the plan documents/policies, including: medical, dental, vision, group life insurance of at least \$20,000, 12% employer retirement contributions, tuition remission within The Claremont Colleges, gym/fitness resources (including a personal trainer), free parking, an interest-free computer loan, and more. *Note: Restrictions or service requirements apply. Relocation is not covered for this position.* Visit <http://www.pitzer.edu/human-resources/benefits/> for details. Contact us at HR@pitzer.edu if you have questions.

TO APPLY

Priority Deadline: Applications received **by 4:30 pm on August 12, 2019** will be included in the initial screening. Review of applications will commence immediately.

Please click [here](#) to be directed to an online Box folder where you can download our **Staff Employment Application** (required), **Applicant Information Form** (optional) and the full **Position Description**. In addition, please prepare the following in order to complete your application:

Professional References: Provide a list of three professional references, including their names, business titles, phone numbers, email addresses, and an indication of how you are acquainted with them (e.g., former supervisor, coworker, etc.). References will be contacted for top applicants only and advance notice will be provided.

SUBMIT ALL MATERIALS TO: StaffJobs@pitzer.edu

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Pitzer College adheres to both the letter and the spirit of Equal Employment Opportunity and Affirmative Action. We strongly encourage candidates from underrepresented groups to apply.