



Cook I

The Pitzer College Dining Services department is seeking a skilled and energetic culinary professional for the position of Cook I. This is regular, part-time (10-month; 40 hours per week), non-exempt staff position with full benefits that reports to the Executive Chef, under the oversight of the General Manager. Experience making large-volume food items in a fast-paced, food retail environment is highly preferred. The ideal candidate will be very reliable, have high stamina, demonstrate a willingness to learn new things, and have an easy-going personality.

Note: Below is only a summary of the essential functions and requirements for the position; for a detailed description please visit our recruitment site at the web address listed below.

ESSENTIAL FUNCTIONS

1. Prepare all hot and cold items to support the production of the meal, including but not limited to salad bar items, fruits, sauces, dressings, condiments, breads, doughs and garnishes. Separate into appropriate portions to aid in speed of service. Prepare the daily special as per the published menu for salad bar, ovens, grill, omelet bar, fruit and yogurt bar, café pantry, and/or catering events.
2. Set up and garnish assigned station prior to the beginning of the meal. Verify that station signage is correct.
3. Monitor and prepare additional ingredients as necessary for assigned station. Assist with hot or cold food preparation when needed at other stations, and as assigned for catering and special events.
4. Bring new ideas to assigned station through interaction with the chef, customers and independent research.
5. Breakdown and clean assigned station at the conclusion of the meal.
6. Properly wrap, label, date and store refrigerated items in walk-in immediately after meal period.
7. Verify all food temperatures are in the safety zone and record on the time/temperature log prior to opening and every 30 minutes thereafter.
8. Serve on the line when needed and/or as assigned and provide great customer service.

Work Hours: Work hours are assigned in shifts of 40 hours from Saturday to Friday, 6:00 am to 9:00 pm during the regular academic year from August to May. Work will include weekends, holidays and evening shifts. The department generally closes for approximately one to two weeks at three times throughout the year in December/January, May and August. During department closures, work is available by signed agreement in other departments and is generally offered for daytime periods, but may include evenings, weekends and holidays. Work schedules may vary due to the needs of the College or department and it is the employee's responsibility to check the schedule on a weekly basis. *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: Must have at least six months of directly related cooking experience; one year of experience is preferred. Experience in a high-volume, fast-paced environment is highly preferred.

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

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

COMPENSATION

Rate of Pay: The target hourly rate is \$14.25 dependent upon 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

Review of applications will commence immediately. Position will begin as soon as possible and preferably within two weeks of offer.

Instructions: Please click on <https://pitzer.box.com/s/3h2qmkxjaxcevivnmwrombqzbpzyx60m> to be directed to an online Box folder to view the full job description, download the **Staff Employment Application Form** (required) and **Applicant Information Form** (optional). Submit the forms with the following documents:

1. Professional References: Provide a list three (3) 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.
2. California Food Handler's Permit: Provide a copy of your valid California Food Handler's Permit.

SUBMIT ALL MATERIALS TO: StaffJobs@pitzer.edu

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.

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.

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