

Cook II

The Pitzer College Dining Services department is seeking an experienced, energetic and skilled culinary professional for the position of Cook II. This is a regular, part-time (10-month; 40 hours per week), non-exempt, staff position. Reporting to the Executive Chef, under the oversight of the General Manager, making large-volume food items from scratch in a food retail environment is highly preferred. The ideal candidate will be very reliable, have high stamina, demonstrate initiative and creativity, 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. Wash and prepare all fresh ingredients for breakfast, lunch, brunch and/or dinner, including proteins, vegetables, grains, starches, sauces and condiments, to support production of the meal service, as well as special events and catering. Prepare the daily special as per the published menu.
2. Batch cook during the course of the meal service based upon guest levels and according to assigned station. Take and record temperatures verifying all items are cooked to and held at the proper temperature. When assigned to exhibition station, prepare menu components in advance and cook on a per order basis, portioning and plating items as directed by the Chef. Prepare additional ingredients as necessary.
3. Set up and garnish the station prior to the beginning of the meal. Discuss and articulate preparation methods with management. Verify correct station signage.
4. Be familiar with ingredients used and safe handling of ingredients to minimize cross-contact risk. Be able to identify and discuss potential allergens risks with management.
5. Bring new ideas to the hotline, exhibition, and pantry stations through interaction with customers, management and independent research.
6. Serve on line when needed and/or assigned and provide great customer service.
7. On-time attendance and dependability are critical aspects of this position.
8. Perform other essential duties and tasks specific to the position.

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 two years of directly related experience in a high-volume, fast paced environment with a heavy workload. Previous experience with hot, cold, 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. Stand, walk, bend, climb, push, pull, stoop, twist, stretch, reach, lift up to 50 pounds from ground to waist level without assistance, and be able to work on feet for prolonged periods of time. Grasp, grip and safely operate commercial kitchen equipment. High energy and stamina to keep up with a fast-paced, time-sensitive and heavy workload. Remained focused and alert in a noisy environment. Work in hot, wet/slippery and crowded environments. Access a walk-in refrigerator to retrieve/return items. *Employment is contingent upon satisfactory results on a post-offer physical test.*

COMPENSATION:

Pay Rate: The target hourly rate is \$15.00 per hour depending on qualifications, plus excellent benefits. Benefits can be viewed at <http://www.pitzer.edu/human-resources/benefits/>. The pay range will be available to applicants interviewed by request to the Human Resources office.

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.* 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/3h2qmkxjaxcevivnmwrombgzbpzyx60m> 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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