October 18, 2019

On-Call Catering Cook, – Pool Position UAS 1647  
Golden Eagle Dining Services

Salary Range: $18.00-$21.00/ Hourly

Work Schedule: This is an on-call position; Monday – Friday (hours to be determined); non-exempt position. This position is not eligible for benefits.

Summary:  
Coordinates and participates in on-call catering preparation directly under the supervision of the Executive Chef.

Essential Duties and Responsibilities:

• Works on the preparation of Banquet Event Orders distributed to kitchen from UAS sales staff.
• Ensures that all BEO’s are completed in a timely manner and ready for service/delivery.
• Properly estimates food consumption based on BEO attendance information.
• Responsible for going over each BEO the day prior to make sure inventory is in stock.
• Prepares and preps meat and vegetables for use in the UAS Dining Services Kitchen.
• Helps prepare daily soups and burritos for the University Club and Retail outlets.
• Helps prepare daily culinary menu for The Spot.
• Helps with overall cleanliness of kitchen.
• Stocks goods received.
• Receives and examines products and supplies to ensure quality and quantity meet established standards and specifications.
• Cuts, trims, and bones meats and poultry for cooking.
• Portions and ensures quality of cooked food meets the standards established.
• Determine how food should be presented, and create decorative food displays.
• Other duties may be assigned.

Education and/or Experience: High school diploma or general education degree (GED); or two to three years of experience and/or training in hospitality/food service industry; or equivalent combination of education and experience. The incumbent must also demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Language Skills: Ability to read and comprehend simple instructions, short correspondences and memos; write simple correspondences; effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Physical Demands:
While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; talk or hear, and taste and smell. The employee might be required to lift and/or move up to 40 pounds.

Review of applications will begin October 21, 2019 and will continue until the positions are filled; however, the recruitment may close when an adequate number of qualified applications are received. You may
apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services Inc. is an Equal Opportunity/Affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf