



Job Bulletin 102806 – 13/14

Food Service Worker II

Time base – Full Time/Cruise Calendar*

This recruitment will remain open until filled. For priority consideration, please complete application by January 7, 2014. A review of applications will begin January 8, 2014 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 1050 undergraduates and 50 graduates. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

MAJOR RESPONSIBILITIES:

- Instructs Student Assistants in appropriate methods of food handling and cleaning techniques; resolves work problems, adjusts work priorities and makes necessary adjustments in work duties.
- Serves food primarily cafeteria style; occasionally arranges dining facilities for special events, transports food and sets up buffet-style receptions, and/or serves tables.
- Cleans and maintains pantry work area and equipment.
- Assists with food preparation to include washing and paring fruits and vegetables for cooking. Preps and designs daily salad bar and other bar set ups. Dates, labels, and stores food properly.
- Operates cash register and handles dining hall transactions during meal hours. Responsible for menu signage for all food areas.
- Stores food, both frozen and dry goods, and supplies.

SPECIAL REQUIREMENTS:

*The incumbent will be required to participate in one annual training ship cruise per year (approximately 60 days) as a condition of employment. This requires the incumbent to obtain a U.S. Passport and a Merchant Mariners Document issued by the United States Coast Guard.

This position requires a background investigation, pre-employment physical and drug test. Each year, prior to the training cruise period, the incumbent will be required to pass a pre-cruise physical and drug test.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

The incumbent will be required to work a variety of shifts that may include working days, evenings, weekends and/or holidays.

MINIMUM QUALIFICATIONS:

Education and Experience: High school graduate or GED and equivalent to one year of experience performing the duties of a Food Service Worker I *or* two years of experience in the distribution and service of foods in large quantity that include the cleaning and maintaining of equipment and work areas.

Knowledge, Skills and Abilities:

Knowledge of:

- sanitation and safe food handling practices
- methods of cleaning and preparing foods for cooking and storing
- proper methods of arranging dining room furniture, setting tables, and serving meals
- various types of food service utensils and equipment and their uses
- methods of cleaning and maintaining food service areas, utensils and equipment

Ability to:

- establish and maintain effective communication and cooperative working relationships
- follow directions, keep records, proper cash handling procedures followed
- work in a diverse multi-cultural environment with students, faculty, staff and visitors
- lead and instruct others in appropriate methods of food handling and clean up techniques
- solve work problems
- adjust priorities and make necessary changes in duties and methods
- make sound decisions

SALARY: \$2219 - \$3330 per month. Initial salary usually at the beginning of the salary range.

APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, and sick leave.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.