



Job Bulletin E08 – 13/14

Cook II

Classification: Cook II

Time base – Full Time/*Cruise Calendar

Application Deadline: Friday, August 2, 2013

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 950. 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:

- Preparing, cooking, baking and serving food adhering to quality control methods for a population of approximately 950 students and employees using 40 to 60 gallon steam kettles and large stationary skillets and grills, large roasting pans, whips and paddles.
- Cleaning work tables, grills, kettles, vents, upper and lower shelving and culinary equipment.
- Providing lead work direction to personnel and/or personally maintaining storage areas for both dry and frozen stores.
- Preparing, cooking, and serving food for special events, including breakfast, lunch, dinner and receptions.
- Serving as lead in the absence of the Directors.

***SPECIAL REQUIREMENTS:** *The incumbent will be required to participate in the Academy's annual training cruise of 60 days.* The successful candidate will be required to complete a background investigation and pre-employment physical, including a drug test, prior to beginning work. The candidate must be able to obtain a Transportation Worker Identification Card and a U.S. Passport prior to the cruise. The incumbent will be required to work a variety of shifts that may include working days, evenings, weekends and/or holidays.

MINIMUM QUALIFICATIONS:

- High school graduate or GED
- A minimum of two years of experience performing the duties of a Cook I **or** three years of experience preparing complete breakfasts, lunches and dinners for at least 250 persons per meal. Health department approved safe food handling certificate preferred.
- Knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantities.
- Knowledge of food values as well as nutritional and economical substitutions within food groups
- Knowledge of principles of effective supervision and instructing and working with student workers

- Knowledge of sanitation and safe food handling practices
- Knowledge of methods of cleaning and preparing foods for cooking and storing
- Knowledge of various types of food service utensils and equipment and their uses
- Knowledge of methods of cleaning and maintaining food service areas, utensils and equipment
- Ability to establish and maintain effective communication and cooperative working relationships
- Ability to work in a diverse multi-cultural environment with students, faculty, staff and visitors
- Ability to follow oral and written instructions.

SALARY: \$2656 - \$3984 per month

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, vacation 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.