

Job Bulletin E12 - 13/14

Cook I

Classification: Cook I
Time base – Full Time/*Cruise Calendar
Application Deadline: Wednesday, August 7, 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 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, and manual slicer; transporting food weighing up to 50 pounds.
- Cleaning work tables, grills, kettles, vents, upper and lower shelving and culinary equipment.
- Directing 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 Food Manager or Cook II.

*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 preemployment 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. 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.

MINIMUM QUALIFICATIONS:

Education: High School diploma or GED

Experience: Minimum of one year of experience performing the duties of a Food Service Worker I or one year of experience assisting a cook in preparation and cooking of a varied menu.

Knowledge of:

- Principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantities.
- Food values as well as nutritional and economical substitutions within food groups
- Principles of effective supervision and instructing and working with student workers
- Sanitation and safe food handling practices
- Methods of cleaning and preparing foods for cooking and storing
- Various types of food service utensils ad 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
- Work in a diverse multi-cultural environment with students, faculty, staff and visitors
- Follow oral and written instructions.

DESIRABLE QUALIFICATIONS:

Health department approved safe food handling certificate

SALARY: \$2,384 - \$3,575 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.