Position Title: COOK
Recruitment #: #109
Full/Part-Time: Part-Time (30 hours per week)
Temporary: Temporary, ends on or before December 31, 2018. Any continuation beyond December 30, 2018 is contingent upon satisfactory performance and available funding. Employment is at-will.
Salary: $1,425 - $1,950 per month (based on 30 hours per week) (Anticipated hiring salary is $1,820 per month)
Department: Children's Center
Available: Immediately
Special Conditions: See Required Qualifications for all requirements. Background/Fingerprint Clearance; Food Handler's Certificate (within 1 month of hire)
Sensitive Position: Yes
Posted: February 17, 2017
Closing Date: For priority consideration, application materials must be received by March 3, 2017, however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
• A standard CSUB, Auxiliary job application download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
• Names of three professional references
• Copy of degree/transcripts/typing certificate (within 2 years), if applicable
• Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under the general supervision of the Director, the Cook is responsible for guaranteeing that the children are served nutritious, good tasting and appealing meals and snacks. It is the Cook’s responsibility to prepare these meals and snacks by methods that maintain high nutrient levels and that are sanitary. It is also the Cook's duty to deliver meals to the classroom ready for family style meal service and suitable for the children's age and development. The Cook purchases all food and supplies necessary and keeps records required by the Child and Adult Care Food Program (CACFP). This position involves extensive organizing, problem solving, record keeping, and time management.

DUTIES: The statements below are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

1. Plans and prepares foods in accordance with the Californian CACFP guidelines.
2. Purchases food and supplies necessary to prepare the planned menus for the number of enrolled children and program staff.

3. Plans meals far enough ahead to minimize the need for food substitutions; when substitutions are necessary, with prior approval, purchases and serves food of equivalent nutritional value.

4. Prepares meals and snacks in such a way that a minimum of nutrients are lost from foods, that ensure foods taste good and look appealing, and that there are ample amounts of foods for children to have as many servings as they need.

5. Maintains established standards of sanitation, safety and food preparation and storage as set by the local and state health departments; maintains an orderly, sanitary, and safe kitchen.

6. Modifies menus and recipes and prepares foods to meet the developmental needs of infants and toddlers and the medical and feeding needs of children with disabilities or food allergies.

7. Delivers foods from the kitchen to the classrooms ready to be served as suitable for the children's age and development. (See guidance)

8. Maintains cost control, budget and inventory systems based on CAFCP procedures including records of food production, service and attendance.

9. Assures the proper care and maintenance of all food service equipment; identifies equipment needs for food preparation and service and assists in purchasing as needed.

10. Assists teachers with developing food activities for the children in the classroom.

11. Cooperates with and participates in nutrition education activities for staff, parents and children.

12. Participates in all emergency drills and environmental safety activities.

13. Attends and participates in grantee-sponsored trainings, center pre-service and in-service trainings, and other continuing education, career and professional development opportunities.

14. Participates in the agency's self-evaluation process and grantee monitoring visits and complies with any applicable Program Improvement Plans developed.

15. Participates in general staff meetings and other meetings and events planned by the grantee and delegate agency as requested.

16. Performs other duties, as assigned.

REQUIRED QUALIFICATIONS:

Education: It is preferred that the Cook have course work and training in foods, nutrition and/or dietetics. It is required that the Cook possess a current Food Handlers Certificate within one month of hire.

Experience: Possess knowledge of the principles and practices and current state of child nutrition and of the eating habits of the children served in the program. Demonstrated skills in preparing these foods in a nutritious, good tasting and appealing manner. Experience in child food service preparation and management desirable. Knowledge of CACFP requirements also desirable. Effective oral and written communication skills commensurate with the responsibilities of the position are required.

Additional Requirements:

- Must successfully pass a physical examination and tuberculosis test, and comply with other background checks as required by the Center (fingerprint clearance, CPR/First Aid).

- Must have proof of or medical exemption of the MMR vaccine, TDAP vaccine and Influenza vaccine. A written notice opting out of the Influenza vaccine will be accepted in lieu of the vaccine.

- Successful experience working as an effective member of a team. Ability to present a positive image of the organization to members of the community.

- Must be free of communicable diseases and breathing impairments.

- Manual dexterity sufficient to: use kitchen utensils and equipment, wash dishes, operate office equipment including, but not limited to, the telephone & copier, and use hand writing materials to prepare reports and documentation. Must have effective organizational, problem solving, time management and analytical skills. Must be able to travel periodically to trainings.

- Ability to learn and comprehend information from Procedures Manuals and other materials.

- Ability to calculate to determine number of meals to be served and to adjust recipes and serving portions.

- Must be able to physically move through the center and classrooms.

- Ability to lift 25 pounds.

- Experience successfully working with a culturally diverse staff & client’s desirable.
**Working Conditions:** This job involves standing for long periods as well as stooping, squatting, lifting and climbing. Proper clothing, shoes and hair restraints according to Health Department Standards are to be worn daily. If the applicant does not possess at time of hire, obtaining the Food Handlers Certificate within one month of hiring is expected.

**SCREENING:** Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

**BACKGROUND CHECK:** A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU Bakersfield Auxiliary for Sponsored Programs Administration. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**SENSITIVE POSITION:** Sensitive positions are designated by the CSU Bakersfield Auxiliary for Sponsored Programs Administration as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the Auxiliary or individuals in the university community.

**MANDATED REPORTER:** 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.

**GENERAL INFORMATION:** It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with payroll regulations.

**APPLICATION PROCEDURE:** Official California State University Bakersfield Auxiliary for Sponsored Programs Administration application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application go to the Human Resources’ Job Opening/Status Inquiry page at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html) and click on the “JOB STATUS” icon link. **Applicants will not receive individual notifications.** Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.