

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to and under general supervision of the Sous Chef, with additional lead work direction provided by other University Culinary Services managers, the Cook II performs more responsible and complex tasks required in preparing, cooking, and serving a variety of food and beverage items; cleaning and maintaining culinary utensils, equipment and work area (with the assistance of other staff); assigning work to kitchen personnel; providing instruction and training to other employees, and solving work problems; inspecting personnel and working areas to assure maintenance of hygienic, safety, and sanitation standards; keeping records and ordering, receiving, inspecting, storing, and inventorying supplies. Exercising a greater degree of independence in decision-making, the incumbent assists the Sous Chefs and Executive Chef in executing the menu while maintaining a safe and productive work environment.

Major Duties: The major duties include, but are not limited to, the following:

- Monitoring, inventorying and ordering supplies, which may include food, paper and janitorial products.
- Receiving and inspecting deliveries; reconciling physical counts with invoices; submitting invoices to Chef(s) or the assigned designee for approval.
- Proposing menus and recipes for cycle menus, locations and/or events to the Executive Chef or the assigned designee for review and approval.
- Scaling recipes and adjusting seasonings due to extensions, projecting product needs based upon various group sizes or menu mix.
- Rotating food in walk-ins and freezers to minimize waste and spoilage.
- Maintaining internal cleanliness of all food prep areas, including performing daily, weekly, monthly, and quarterly deep cleaning of facilities and service areas and all kitchen equipment.
- Setting up, cleaning and breaking down workstations (including equipment), during opening and closing duties as needed.
- Maintaining temperature logs and production records.
- Operating kitchen equipment such as, but not limited to, electric mixers, slicers, grinders, ovens, stoves, grills and flat tops, tilt-skillets, tilt kettles, steamers, warmers, coolers, and combi-ovens.
- Utilizing kitchenware such as, but not limited to knives, spatulas, whisks, tongs, spoons, and ladles.
- Ensuring food safety and following safe food handling guidelines according to Sonoma County Environmental Health and Safety and regulations (CALCODE).
- Receiving, labeling, and stocking food and supplies according to Sonoma County Environmental Health and Safety and regulations (CALCODE).
- Performing all other duties according to Sonoma County Environmental Health and Safety practices.
- Performing opening and closing duties.
- Assisting in the monitoring and management of food waste.
- Following established recipes and meeting quality standards both in volume and small quantities.
- Cooking meals to order and preparing special dishes for customers with food allergies.
- Attending and making use of training opportunities.
- Attending University Culinary Services department meetings.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in one of the various kitchens/culinary venues, however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Early morning, swing or evening shifts may be required and will be specified by the supervisor to meet operational needs, including working the University's commencement weekend, which is regularly scheduled in May. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator.

The work environment involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, oils, unpleasant odors, and/or loud noises. The work environment also involves some exposure to hazards or physical risks, which require following basic safety precautions. This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions for long periods of time, work in over a 450+ degree surface, as well as other high temperature machinery, work both indoors and outdoors, be at a computer for 1-2 hours/day, perform repetitive work, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 50 lbs in weight.

Minimum Qualifications: This position requires the equivalent to two years of experience performing the duties of a Cook I or equivalent to three years of experience as a Cook in one or a combination of the following: 1) preparing meals for at least 250 persons a meal with experience at the various stations; or 2) personally preparing complete breakfasts, lunches, and dinners for approximately 50 or more persons a meal (short-order cooking experience is not considered qualifying). Intermediate proficiency with computers and Microsoft Office (Word, Excel) required. Knowledge of Google Suite and EATAC or similar automated food management system preferred. The incumbent must successfully complete a pre-placement exam and must possess and thereafter maintain a food safety manager certification, which has been accredited by the American National Standards Institute (ANSI) or be able to obtain within 60 days of hire.

The Cook II must possess a working knowledge of kitchen sanitation and safety measures; food handling sanitation; principles, procedures and equipment used in the storage, care, preparation, cooking and dispensing of food in both large quantity and center of the plate; along with methods and procedures used in the operations, cleaning and care of utensils, equipment and work areas based upon Sonoma County Health and Environmental Safety regulations. The Cook II must possess knowledge of food values; nutritional and economical substitutions within food groups; and food accounting, recordkeeping and preparing reports. The Cook II must possess the ability to prepare and cook all food groups and use appropriate equipment; judge food quality; plan work schedule; prepare and follow menus, recipes, and formulas; and determine food quantities necessary for groups of varying sizes.

The Cook II must display a professional and hospitable attitude to all. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.