

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, equity, 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 Executive Sous Chef, with additional lead work direction provided by other University Culinary Services managers, the Cook I performs routine duties required in the preparation, cooking and serving of food. The Cook I is responsible for cleaning, sanitizing and maintaining kitchen equipment and work areas based upon Sonoma County Environmental Health and Safety practices (CALCODE). The incumbent may also participate in maintaining records and solving work problems.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Prepares, produces, heats, cooks, bakes and serves a variety of foods including soups, entrees, meats, vegetables, desserts, breads, salads, sandwiches, sauces, beverages or other food and beverages as specified by menus, recipes, and production records.
- May assist a Cook II with food preparation and the cooking process and may assist in providing work direction to student assistants.
- May oversee others perform duties such as slicing bread, weighing ingredients, cutting and grinding meat and cleaning areas.
- Sets up, cleans and breaks down workstations (including equipment).
- Keeps records such as production reports and temperature logs.
- Working with manager on duty, supports closing or opening a facility based on established guidelines.
- Garnishes foods per established guidelines.
- Operates 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.
- Utilizes kitchenware such as, but not limited to, knives, spatulas, whisks, tongs, spoons, and ladles.
- Practices safe food handling guidelines according to Sonoma County Environmental Health and Safety and regulations (CALCODE).
- Assists in the monitoring and management of food waste.
- Performs daily, weekly, monthly, and quarterly deep cleaning of facilities and service areas and all kitchen equipment.
- Follows established recipes and meets quality standards both in volume and small quantities.
- Cooks meals to order.
- Prepares special dishes for customers with food allergies.
- Receives, labels, and stocks food and supplies according to Sonoma County Environmental Health and Safety and regulations (CALCODE).
- May assist in taking inventory.
- Assists in the cleaning of facilities, reorganization of storage areas, and assists in any open operation within the University Culinary Services.
- Attends and makes use of training opportunities.
- Attends University Culinary Services department meetings.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties mostly take place in one of the various kitchens/culinary venues on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The normal work schedule is hourly intermittent to meet operational needs of the department. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for

overtime must be specified and pre-approved by Appropriate Administrator. Early morning, swing, weekend, 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 extended periods of time, work in over a 450+ degree surface, as well as a close environment with high temperatures and machinery, be at a computer for 1-2 hours/day, 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 one year of experience performing the duties of a Food Service Worker I or equivalent to one year of experience in assisting a cook in the preparation and cooking of a varied menu. Beginning proficiency with computers and Microsoft Office is 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 incumbent 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 large quantity; and methods and procedures used in the operations, cleaning and care of utensils, equipment and work areas based upon HACCP principles and Health Department Laws. The incumbent must possess the ability to prepare and cook all food groups; follow oral and written instructions; keep accurate records; and read and write at a level appropriate to the position. The incumbent must possess a working knowledge of CALCODE laws and standards as it relates to dining and retail food operations; be committed to a high standard of safety and be willing and able to comply with all safety laws and University safety policies and rules; and be willing to report safety violations and potential safety violations to appropriate supervisory personnel or the Appropriate Administrator.

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.