



EMPLOYMENT OPPORTUNITY

Children's Center

Assistant Cook

The ASI Children's Center is a campus child care program nestled under the redwood trees on the beautiful Sacramento State University campus. We are NAEYC accredited. We serve about 200 children each semester with flexible scheduling to meet the needs of student parents. We employ a large number of students in our program and the Teachers provide the student staff with training and guidance in working with young children. If you enjoy working with college students as well as very young children, this could be the job for you!

Position Summary: Under the direct supervision of the Cook, the Assistant Cook will assist with the daily meal preparation for up to 210 people at the Children's Center.

Assist with the preparation of breakfast, lunch and afternoon snack daily according to Child and Adult Care Food Program (CACFP) for up to 210 people. This requires accurate documentation and calculations for food portions and quantity.

Assist with the preparation of accurate and complete records of daily food usage in accordance with CACFP guidelines.

Under the guidance of the Center Cook, prepare meals using standardized recipes.

Substitute for Cook as needed.

Maintain cleanliness and safety of kitchen and equipment.

Deliver food to classrooms ensuring timeliness (mandated by CACFP) and proper quantity.

Help maintain food and kitchen supply inventory.

Perform routine appliance maintenance. Maintenance may be the main duty during periods of low enrollment (Winter and Summer sessions).

Other duties may be assigned.

Application Deadline:	Open until filled
Start Date:	Negotiable
Compensation:	Part Time, Non-Exempt \$12-\$13/hr

Core Competencies

- Exceptional customer service skills
- Ability to communicate effectively both verbally and in writing with staff, employees and public
- Good analytical and problem-solving skills
- Ability to follow oral and written instructions

Minimum Qualifications

- Prior experience preparing meals for 50 or more people
- Knowledge of health and safety standards for a commercial kitchen
- Ability to routinely lift and move up to 50 pounds, stand for up to 4 hours daily
- Ability to regularly complete food preparation tasks such as chopping, dicing, stirring, mixing, pouring, and all other tasks necessary to meet essential job duties

Preferred Qualifications

- Knowledge of windows-based personal computers – Microsoft Word and Excel
- Ability to perform minor appliance repair
- Knowledge of Child and Adult Care Food Program (CACFP)

BACKGROUND CHECK

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with Associated Students, Inc. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students, Inc. employees who apply for the position.

How to Apply: Interested applicants must submit an application and resume. To apply online, please go to: <https://748.dayforcehcm.com/CandidatePortal/en-US/asi/> or you can return a completed application:

By mail

Attn: Samantha Criswell
ASI Children's Center
6000 J Street
Sacramento, CA 95819-6037

By Fax

Attn: Samantha Criswell
Fax: 916-278-4875

Or in person

ASI Children's Center
6000 J Street
Sacramento, CA 95819-6011

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