



University Corporation at Monterey Bay

100 Campus Center Bldg 201, Suite 119 Seaside, CA 93955

Food Service Specialist II/ Prep Cook (Support Services I) Camp SEA Lab

This is a temporary, part-time (22 hrs/week) non-benefited position.

Position is located in Aptos, CA

Continued employment is contingent upon availability of funds

Application screening begins August 1, 2017. Position open until filled.

DEFINITION:

California State University, Monterey Bay is distinctive in serving the diverse people of California, especially the working class and historically underserved communities. The identity of the University is framed by substantive commitment to a multilingual, multicultural, intellectual community which enables students, faculty and staff to cross institutional boundaries for innovative instruction, broadly defined scholarly and creative activity, and coordinated community service.

The University Corporation at Monterey Bay on the campus of CSUMB is an equal opportunity employer and committed to building a pluralistic university by hiring personnel with competencies and experience related to the regional and State population.

The University Corporation at Monterey Bay is a non-profit institution that is related and affiliated to the California State University, Monterey Bay. The Corporation is a nonprofit 501(c) (3) public benefit corporation that is a recognized auxiliary organization of California State University and was established in July 1994. The Corporation's mission is to further the educational purposes of the University. The University Corporation at Monterey Bay is an equal opportunity employer and committed to building a pluralistic university by hiring personnel with competencies and experience related to the regional and State population. The Corporation is committed to a standard of excellence in the services it provides and in the quality of work expected of its employees.

PROGRAM SUMMARY:

Camp SEA Lab, a residential science camp program, operates under the University Corporation. Camp SEA Lab's mission is to foster lifelong excitement, scientific understanding, and stewardship of our coasts and ocean by providing quality programs that promote science, education and adventure for youth, families and teachers. Camp SEA Lab residential camp programs are for students in grades 5-8 during the school year (spring and fall). Programs are delivered in a 3-day residential format (usually Mon – Wed) based out of our facility located in Aptos, Ca.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Under the general supervision of the Food Service Director and Food Service Specialist III, the Food Service Specialist II will work on a variety of tasks related to the food preparation and delivery for Camp SEA Lab program participants, including:

- Assist Food Service Specialist III with food preparation, cooking, and serving of camp menu items. Apply all ServSafe® food handling protocols, including reducing cross-contamination and bacterial growth of food as directed.
- Abide by the CA Health Department rules and regulations that apply to kitchen and dining protocols. Assist in maintaining cleanliness in the kitchen general work areas, refrigerator, walk-in, storeroom, restrooms, etc. Check equipment and report necessary repairs.

- Assist with dining hall set-up before meals and kitchen clean up after meals, including washing dishes, utensils, and kitchenware.
- Assist in cleaning kitchen, dishwashing area, appliances and equipment after each meal. Conduct thorough kitchen and dining hall cleaning upon completion of last meal.

Other Functions:

1. Promote and maintain an atmosphere of excellent internal and external customer service.
2. Serve as an organizational representative to campers and staff through positive actions, professional appearance, appropriate language, and general conduct.
3. Support the overall camp food service operations as requested by the Food Service Director.

Skills, Knowledge, and Abilities:

This position entails significant period of standing and walking within a kitchen environment. Work environment entails physical labor, and the ability to work within warm temperatures. This position also requires sitting, standing, bending, pushing, pulling, talking and using manual dexterity, eye-hand coordination. Applicant must possess the ability to lift and carry 50 pounds and load boxes, tables, chairs, and other equipment. Ability to establish and maintain effective working relationships and work interdependently in a diverse environment. Ability to follow both oral and basic written instructions including the ability to provide/serve food products as directed. Demonstrated ability to work both effectively in a team environment. Flexibility to maintain a varying work schedule as needed.

MINIMUM QUALIFICATIONS:

Education and Experience: High School Diploma or GED.

Special Condition(s) of Employment:

- Demonstrated ability to address the essential functions associated with this position including the knowledge and abilities identified above;
- Must possess a California Food Handlers Card;
- Minimum age requirement of 18 years of age;
- Minimum of 1 year experience working in food service, preferably as a Prep Cook;
- Must be capable of working split schedule (early morning/late afternoon to evening) for meal preparation up to three days per week;
- Be properly trained to follow good sanitary practices, maintain appropriate personal hygiene, including effective hand washing;
- Ability to operate commercial kitchen equipment;
- Ability to manage tasks and meet time schedules and deadlines;
- Must be able to lift and carry 50 pounds;
- Must have own transportation to and from work location;
- A background check (including a criminal records check and National Registered Sex Offender check) must be completed satisfactorily before any candidate can be offered a position with the University Corporation. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current University Corporation employees who apply for the position.
- 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.

PHYSICAL WORK ENVIRONMENT:

This position entails significant period of standing and walking within a kitchen environment. Work environment entails physical labor, and the ability to work within warm temperatures. This position also requires sitting, standing, bending, pushing, pulling, talking and using manual dexterity, eye-hand coordination. Applicant must possess the ability to lift and carry 40-50 pounds and load boxes, tables, chairs, and other equipment.

POSITION ASSIGNMENT:

University Corporation at Monterey Bay positions are "at-will" employment.

Dates of Employment: Mid-September to Mid-November 2017 (usually Mon-Wed, with some Tues, Thurs, and Fridays)
Employment Location: Camp St Francis, 2320 Sumner Ave, Aptos, CA 95003
Reports to: Camp Food Service Director
Classification: Support Services I
FLSA: Non-exempt: This is a non-exempt position and as such is eligible for the overtime provisions of the Fair Labor Standards Act.
Hourly Rate : \$15.00 per hour
Job #:

APPLICATION PROCEDURE:

Email us your cover letter and resume (PDF only) that describes your qualifications in meeting the position's experience and certification requirements to: campsealab@csumb.edu

All applications must be received via email by **5:00 P.M. on Tuesday, August 1, 2017** to be guaranteed a review. Applications received after the screening date will be reviewed at the discretion of Camp SEA Lab.

University Corporation at Monterey Bay is an EEO employer committed to excellence through diversity. All employees must be eligible for employment in the U.S.