The Associated Students, Inc. (ASI) is a 501(c)3 not for profit corporation which serves as an auxiliary of the California State University, Dominguez Hills (CSUDH) with approximately 15,000 students. CSUDH is one of 23 campuses in the California State University system. The campus is an urban, comprehensive public university serving the extended South Bay area of the Los Angeles basin. The campus attracts students who represent the cultural and ethnic diversity of the area. As the student government organization, the ASI represents the concerns of the students. Through their membership representation on various University committees and groups, the ASI has a substantial influence on many important decisions. The ASI also provides programs and services to the student body.

Position Description

The Child Development Center (CDC) Cook assists the CDC Site Supervisor in the preparation and management of the food program for the children of the CDC. Under the supervision of the CDC Site Supervisor the CDC Cook will plan and prepare a balanced rotating menu, adhere to public health regulations regarding food storage and maintenance of the kitchen.

Description of Duties and Responsibilities

- Prepares nutritious meals and snacks for enrolled children; prepares substitute items for children on restricted diet.
- Practices safe food handling techniques in food preparation and storage
- Plans for and provides list of all food and necessary supplies needed to provide daily food service.
- Keeps a daily record of menus
- Ensure high standards of personal hygiene and kitchen cleanliness and safety
- Maintains all required Child Care Food Program paperwork
- Posts and maintains all required Child Care Food public notices
- Communicates and works effectively with other staff members
- Ensure all catering related accidents are reported immediately to the Site Supervisor and all appropriate documentation is completed
- Other duties as assigned

Minimum Qualifications

- Graduation from high school or equivalent
- Basic cooking skills plus experience in food service and volume meal preparation
- Math ability to increase or decrease recipe quantities, including the ability to use decimals and fractions
- Ability to maintain accurate reports and records
- Must have current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing, or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain Criminal Record Clearance from the Department of Justice
- Willingness to work with an ethnically diverse and culturally pluralistic student body, staff and administration
Physical Requirements
- Ability to remain on feet for extended periods of time
- Ability to lift and carry up to 25 pounds
- Must successfully complete a health screening and provide proof of the absence of TB no later than 7 days following the date of hire.

Conditions of Employment
Rate: $10/hr
Workweek Class: Hourly
Work Schedule: Monday – Thursday; 9am-2pm

This position is employed by the Associated Students, Inc. and is subject to related personnel policies and procedures. This position serves at will and does not receive tenure or permanency.

The Associated Students, Inc. is an Equal Opportunity, Title IX Employer. In addition to meeting fully its obligations under federal and state law, Associated Students, Inc. is committed to creating a community in which a diverse population can live and work in an atmosphere of tolerance, civility and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, political views, sexual orientation, or other personal characteristics or beliefs.

Closing Date
For full consideration, all materials must be received by March 26, 2013.

Application Procedures
Applications may be picked up as noted below or found on the ASI website located at http://www2.csudh.edu/asi/forms/docs/employment%20%28staff%29%20application.pdf
A resume must accompany the application. All materials must be submitted by the date listed above. Questions should be directed and materials mailed or hand delivered to:

CDC Cook Search Committee
Associated Students, Inc.
California State University, Dominguez Hills
1000 E. Victoria St.
Carson, CA 90747

For additional information, please call (310) 243-3686 or e-mail Michellena Lakey at mlakey@csudh.edu.