

FOR MORE EMPLOYMENT INFORMATION AND HOW TO APPLY, PLEASE VISIT [HR.MYCAREER.UCLA.EDU](http://HR.MYCAREER.UCLA.EDU)

As one of America's finest universities, UCLA has a tradition of advancing higher education and the common good through excellence in scholarship, research and public service. UCLA is California's largest university and a model for public institutions of higher education. Academic excellence, faculty distinction and a comprehensive curriculum are hallmarks of the UCLA experience. The university is an educational and architectural landmark in Los Angeles, attracting thousands of visitors and scholars each year.

### Executive Pastry Chef

Under the general direction and in conjunction with the Dining Area Manager/De Neve and/or the Assistant Director of Dining, the Executive Pastry Chef is responsible for providing team leadership of all aspects of bakery preparation and schedules all food production requirements of the Bakery. Major responsibilities include supervision of bakery career and casual staff, coordination, and preparation of bakery items in a high volume bakery and recommendation of specialty bakery items. Ensure that quality bakery products are provided to the dining department; maintain a positive image and good customer relations at all levels; maintain positive relations with team members; coordinate production, scheduling, training, communications and bakery general operations. Follows established timelines for bakery production in order to service the UCLA Dining Services departments. Must independently prioritize tasks and duties in order to achieve the departmental strategic goals and profitability. Interact with team members in a high volume bakery environment. Other responsibilities include execution of all bakery functions and responsibilities as assigned by management.

- Skill in management and supervision of multi-functional staff comprised of operational and administrative personnel to include knowledge of required tasks, skills, personnel selection, evaluation, and development.
- Skill in interacting effectively with guests and team members and managers in a high volume public contact setting using positive body language, direct eye contact, active listening, problem solving techniques.
- Skill in working in organizing and monitoring assignments to complete work in a timely manner when there are interruptions, changing priorities, changes in workload, meeting deadlines, and competing requirements.
- Demonstrated experience in developing, testing and writing recipes and menus within a high-volume bakery.

### Benefits

UCLA offers a comprehensive benefits package, including an average of three weeks vacation per year; an average of 12 days sick leave per year; 13 paid holidays per year; health, dental and optical benefits; life insurance; disability insurance; the University of California Retirement Plan; various voluntary UC Savings Plans. There are also special programs and privileges available, such as accessibility to cultural and recreational programs, athletic events, the University Credit Union, and much more!

*UCLA is an Equal Opportunity/Affirmative Action Employer*

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**PLEASE NOTE:** Employment is contingent upon completion of a satisfactory background check, pre-employment physical, and subject to the California DMV's "Pull Notice System" and continued employment is contingent upon proof of a satisfactory driving record. Positions are subject to change without notice based on availability. For job requirements, application deadlines, or to apply, please visit [hr.mycareer.ucla.edu](http://hr.mycareer.ucla.edu). **For more information** you may also contact Sandra Arbizu, Talent Acquisition Manager, at [hospitalityjobs@ha.ucla.edu](mailto:hospitalityjobs@ha.ucla.edu) or send your resume for our review.