

Job Description

California State 4-H Interview Contest

Junior Category



University of California
Agriculture and Natural Resources
4-H Youth Development Program

Company Name: Paula's Fruit & Vegetable Market

Position Title: Produce Clerk

Position Overview

The Produce Clerk creates a phenomenal shopping experience for customers by upholding the company's values and mission through exceptional customer service. This position works cutting, packaging, and merchandising produce as well as maintaining cleanliness and food safety standards.

Essential Job Functions

- Order, receive, and merchandise produce products following proper guidelines for merchandising, rotation, sanitation, pricing, mechanizing, and quality standards.
- Consistently replenish products to ensure freshness and visibility.
- Clean and maintain work areas, including floors, facilities, utensils, and equipment; collect and place garbage, recycling, and compostable items in designated containers.
- Rotate all product using first in, first out (FIFO).
- Receive orders, weigh in product, inspect for quality, record date received, and fill out receiving reports and other paperwork as needed.

Other Necessary Skills

- Assist in inventory counts, storewide cleaning, and other projects as needed.
- Maintain inventory of products and supplies.
- Help customers make product selections by answering questions and providing information about all produce items.

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Job Description

California State 4-H Interview Contest

Junior Category



University of California
Agriculture and Natural Resources
4-H Youth Development Program

Company Name: Luige's Meatball Palace

Position Title: Prep Cook

Position Overview

Prep Cook is responsible for providing consistently phenomenal customer service, promptly cleaning work area, creating delicious packaged and hot/salad bar food for customers, and maintaining attractive displays of products. This position upholds company standards including genuine customer service, department conditions, safety, productivity, and other workplace conditions in a manner that upholds the values of Luige's Meatball Palace

Essential Job Functions

- Maintain a working knowledge of products and supply back stock, informing management team of shortages.
- Maintain a working knowledge of the Food Service and Kitchen back stock areas and the procedures for receiving supplies and products.
- Maintain a neat and organized dish storage area.
- Use equipment safely and properly in accordance with training for that specific equipment, and only use equipment you have been trained to use safely.

Other Necessary Skills

- Adhere to scheduled shifts and be ready for work when shift begins.
- Keep the department orderly and clean.
- Assist in inventory counts, storewide cleaning, and other projects as needed.
- Ensure equipment repair and maintenance is communicated to appropriate personnel and make adjustments until equipment has been improved.

Eligibility: 4-H Junior category

Bring: Cover letter and Résumé for this position

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Job Description

California State 4-H Interview Contest

Intermediate Category



University of California
Agriculture and Natural Resources
4-H Youth Development Program

Company Name: Sunshine Children's Center

Position Title: Teacher

Position Overview

As a Teacher at a Sunshine Children's Center, you will work on developing and implementing a curriculum to assess children's growth. You will attend work daily, timely, and on a consistent basis to ensure coverage during the full school day and be available to build relationships with children and families.

Essential Job Functions

- Provide responsive, relationship-based care and create a stimulating environment for children. Develop creative and age-appropriate activities based on child's interests.
- Build and grow partnerships with parents, including parent communication and involvement. Create a grow environment for play and exploration for children.
- Work in a collaborative relationship with other staff in classroom and with a management team.
- Perform regular maintenance/cleaning tasks (e.g., arranging the classroom and the yard each evening and morning, moving light weight furniture, picking up toys, picking up boxes, emptying the contents, breaking down boxes).

Other Necessary Skills

- 1 year of experience teaching children, ages 3 months to 6 years.
- Ability to lift/move up to 40lbs, lift children, change diapers, stand/kneel/sit at a child's height for long periods of time, climb/move around playground equipment, and intervene to help keep children safe

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position

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Job Description

California State 4-H Interview Contest

Intermediate Category



University of California
Agriculture and Natural Resources
4-H Youth Development Program

Company Name: Taxes-R-Us
Position Title: Office Assistant

Position Overview

Our office assistants will provide support to full time administrative staff as well as directly to accounting professionals. Applicants must be self-starters who are eager to contribute to a team of knowledgeable tax professionals and to take on increasing responsibilities. We are looking for candidates with superior communication skills and attention to detail.

Essential Job Functions

- Copying, binding, and assembling tax returns
- Copying and scanning client materials
- Receiving and routing incoming phone calls on multi-line phone system
- Input data into tax software
- Filing

Other Necessary Skills

- Excellent communication skills
- Self-Starter
- Experience in customer service
- Ability to work independently on tasks with little direction
- Attention to detail
- Sense of urgency

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position

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Job Description

California State 4-H Interview Contest

Intermediate Category



University of California
Agriculture and Natural Resources
4-H Youth Development Program

Company Name: Adam's Restaurant

Position Title: Restaurant Manager

Position Overview

Assist the General Manager to ensure that the restaurant is profitable, clean, appropriately staffed, food is executed to our recipes, and the service is welcoming and efficient.

Essential Job Functions

- Operates restaurant in accordance with financial budget and meets profitability target.
- Ensures quality of food and beverages.
- Ensures restaurant facility is kept clean, safe, and runs efficiently.
- Manages guest relations and ensures that guests are serviced as outlined in Steps of Service.
- Controls inventory and ordering to ensure proper amounts of food and supplies are available.
- Performs various administrative duties including processing of new hire, promotions, termination paperwork, and restaurant accounting.
- Ensures company policies are implemented and communicated to restaurant staff as directed by General Manager or Support Center.

Other Necessary Skills

- Assists, trains, and develops all front-of-the-house restaurant staff.
- Escalates employee relations' issues to General Manager.
- Communicates restaurant needs to General Manager.
- Manages with passion, drive and awareness.

Eligibility: 4-H Intermediate category

Bring: Cover letter and Résumé for this position

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Job Description

California State 4-H Interview Contest

Senior Category



University of California
Agriculture and Natural Resources
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Company Name: Peak Valley Staffing

Position Title: Data Analyst

Position Overview

We are looking for a Data Analyst with JavaScript knowledge. This candidate must be as successful with excel and mining data, process/manage data, and organize data. This job is a highly cross-functional and technical role. Your work will span from running and creating reports to having the basic javascript knowledge. As an entry-level position, the Data Analyst ensures the quality of data by compiling survey data, performing quality control, and sharing data with internal and external users.

Essential Job Functions

- Perform quality assurance and quality control of data.
- Use internal and external programs, perform additional analysis, significance testing, regression, correlations, and discriminant, as needed.
- Provide understanding and interpreting data for Ownership and Managers.
- Provide data files/reporting to clients, internal and external.
- Troubleshoot and problem solve posted data from internal programs.
- Participate in team planning and forecasting.

Other Necessary Skills

- Ability to prioritize competing priorities.
- 1-3 Year experience advanced Excel/Google Spreadsheets Knowledge/Experience
- Experience in at least one Data Visualization tool (Tableau, Google Dashboards, etc.).
- Experience with project management and operations.
- Experience managing complicated project plans and working with Ownership on requirements, roles and responsibilities, project timelines.

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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Job Description

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Senior Category



University of California
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Company Name: Wayne's Butcher Shop

Position Title: Meat Cutter - Butcher

Position Overview

The duties of a retail meat cutter often include the **trimming of primal cuts**, making ground meat out of trimmings from the primal cuts, ensuring meat cuts are displayed in an eye-catching manner and are of sufficient quality, and **servicing customized orders to customers**.

Essential Job Functions

- Cuts, trims, bones, ties, and grinds meats, using butcher's cutlery and powered equipment, such as electric grinder and bandsaw, to portion and prepare meat in cooking form: Cuts, trims, and bones carcass sections or prime cuts, using knives, meat saw, cleaver, and bandsaw, to reduce to cooking cuts, such as roasts, steaks, chops, stew cubes, and grinding meat.
- Stock meat, poultry, and seafood products following proper guidelines for sanitation, pricing items, and organic quality standards.
- Take customer orders over the counter, helping to make selections, suggesting uses and processing orders following proper procedures for packaging products.
- Maintain department sanitation standards following proper procedures for cleaning utensils, counters, sinks, cutting surfaces, walls, and floors.

Other Necessary Skills

- Safety-conscious approach
- Good practical butchery skills and hand-eye coordination
- Good spatial awareness/judgement
- An interest in meat and meat preparation, and food in general

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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Job Description

California State 4-H Interview Contest

Senior Category



University of California
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Company Name: Generic Seed Company

Position Title: Research Assistant, Pepper Breeding

Position Overview

Pepper breeder draws up planting plans, your job is to execute them, working with the greenhouse and field personnel to coordinate activities. Knowledge of pepper growth stages a plus. Ability to work in a greenhouse and open field environment required.

Essential Job Functions

- Managing all aspects of a pepper breeding program
 - Seed inventories, printing plastic pot tags, sowing seeds in a greenhouse
 - Transplanting peppers in a greenhouse or field
 - Printing pollinating tags, pollinations
 - Harvesting fruits for yield trials or for seed, and seed extraction/drying/packageging

Other Necessary Skills

- Knowledge of how to grow peppers (water, fertilizer, pests, diseases, weeds, etc.) preferred
- Knowledge of software programs Excel, Access, and Word required
- Basic knowledge of plant genetics required, knowledge of plant breeding a plus
- Able to lift 25 lbs. required, 50 lbs. a plus

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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Company Name: Adam's Restaurant

Position Title: Sous Chef

Position Overview

The Sous Chefs primary responsibility is to support the Executive chef in all areas of the kitchen.

Essential Job Functions

- Run successful shifts in the kitchen
- Report directly to executive chef, general manager and owner
- Manage employees
- Cost monitoring
- Overall performance of kitchen
- Kitchen sanitation and organization
- Ensure quality and uphold standards
- Training of new employees
- Ensure all new and current/termed employees are loaded and maintained in infinity
- Scheduling of kitchen staff
- Executing menu changes with chefs' feedback/input

Other Necessary Skills

- Cooking and expediting both on and off the line
- Daily preparation of production items
- Walk-in and kitchen organization
- Monitoring quality and utilization of goods
- Ordering nightly for next day delivery

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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Job Description

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University of California
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Company Name: Plain Jane's Apparel

Position Title: Accounts Payable Clerk

Position Overview

The Accounts Payable Clerk is responsible for prompt and accurate payment of bills, exceptional internal customer service, and administrative and clerical support for the Finance Department. Supports the Finance Department in the development and carrying out of department procedures for customer service, internal controls, department conditions, staff support, productivity and other workplace conditions and in a manner that upholds the values of Plain Jane's Apparel

Essential Job Functions

- Prepare invoices for entry, including extending department amounts and double-checking totals.
- Monitor signatures and account coding on each invoice. Match packing slips to invoices. Research proof of delivery as needed. Review receiving log for accuracy.
- Handle accounts payable research, vendor requests and questions. Reconcile statements. Maintain cordial vendor relations. Maintain timely and accurate filing of invoices.
- Retrieve and distribute mail promptly and accurately.

Other Necessary Skills

- Provide prompt and accurate administrative assistance to the department.
- Maintain department files, records, and electronic databases.
- Assist in the training of other staff persons as assigned by the Senior Accountant.
- Compile information and contributes to reports as needed.

Eligibility: 4-H Senior category

Bring: Cover letter and Résumé for this position

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