UNIVERSITY OF SOUTHERN CALIFORNIA

Assistant Kitchen Manager- Auxiliary Services

Job Code: 143016

Grade: G
OT Eligible: No
Comp Approval: 3/30/2010

JOB SUMMARY:
Assists in overseeing all aspects of kitchen operations. Assists in managing and developing staff, maintaining health department standards. Assists in controlling costs to stay within budget.

JOB ACCOUNTABILITIES:

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: □ No
In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
- Specialized/technical training

Minimum Experience:
- 2 years

Minimum Field of Expertise:
- Two plus years experience in a leadership role within a high-volume, full service kitchen environment. Strong track record of success in previous assignments demonstrating upward career mobility. Demonstrated knowledge of pertinent local, federal and state health and safety laws and regulations.

Preferred Education:
- Related graduate study

Preferred Experience:
- 3 years

Skills: Other:
- Analysis
- Assessment/evaluation
- Budget control
- Coaching
- Communication -- written and oral skills
- Conflict resolution
- Counseling
- Human resource process and employment knowledge
- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Scheduling
- Staff development
- Supervisory skills
- Teaching/training

Skills: Machine/Equipment:
- Calculator
- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
Fax
Photocopier

Supervises: Level:
Supervises employees and/or student workers.

Supervises: Nature of Work:
Service/Maintenance

Comments:
No set schedule. May be required to work weekends, evenings, and/or holidays.

SIGNATURES:
Employee: ____________________________ Date: ____________________________
Supervisor: ____________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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