UNIVERSITY OF SOUTHERN CALIFORNIA

Kitchen Manager- Auxiliary Services

Job Code: 143020

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

JOB SUMMARY:
Oversees all aspects of kitchen operations. Manages and develops staff, maintaining health department standards. Develops systems to improve operational efficiency, facilitate volume growth, improve general facilities maintenance and cleanliness. Controls costs to stay within budget.

JOB ACCOUNTABILITIES:
*E/M/NA  % TIME

Oversees all aspects of kitchen operations. Conducts daily line checks, food reviews and recipes of the day. Maintains currency with, understands and ensures unit compliance with all university policies and procedures, inventory procedures and with all applicable local, state and federal health and safety guidelines.  ____  __________

Plans, organizes, directs, coordinates, schedules, and delegates responsibility to the staff, ensuring the goals and objectives of the kitchen are met on a daily basis by the staff. Maintains current kitchen schedules, staffing templates, staff trainings, ordering and production targets.  ____  __________

Develops systems to improve operational efficiency, facilitate volume growth, improve general facilities maintenance and cleanliness. Ensures adherence to all systems, procedures and policies. Creates, maintains and implements all unit Standard Operating Procedures in coordination with Hospitality Management.  ____  __________

Maintains costs for food, beverage and labor within established budgetary guidelines and ensure unit generates revenue.  ____  __________

Plans and develops menus in coordination with Executive Chef and Senior Manager of Operations.  ____  __________

Directly or indirectly supervises department employees and/or student workers, usually through one or more supervisors. Performs recruitment, screening, hiring, orientation and training of department staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines or terminates employees. Resolves problems referred by subordinate supervisors or staff. Oversees processing of time cards and delivery to payroll.  ____  __________

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.  _E_  __________

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

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

Essential: [ ] No
[ ] Yes  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:
3 years

Minimum Field of Expertise:
Three 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 undergraduate study

Preferred Experience:
4 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.
Managerial skills
Organization
Planning
Problem identification and resolution
Scheduling
Staff development
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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