UNIVERSITY OF SOUTHERN CALIFORNIA

Pantry Specialist (Union Only)

Job Code: 143120

Grade: 02
OT Eligible: Yes
Comp Approval: 2/25/2004

JOB SUMMARY:
Prepares food to order as directed by the Executive Chef or Kitchen Manager/Chef. Provides high volume food production with an emphasis on cold food preparation.

JOB ACCOUNTABILITIES:

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

**E/M/NA  % TIME**

______  ____ Provides customer services to faculty, staff, students and guests.
______  ____ Prepares food items according to the recipe or instructions provided by the Chef. Adheres to proper knife handling procedures.
______  ____ Assists the Chef by working in other areas of the kitchen as assigned.
______  ____ Maintains cleanliness of facilities.
______  ____ Stocks and maintains all supplies, food items, and utensils.
______  ____ Assists in kitchen sanitation program. Complies with standard food handling and sanitation procedures.
______  ____ Attends and participates in meetings as required.
______  ____ Adheres to department service standards and to all health, safety and University rules and regulations.
______  ____ Reports to station, ready to work at the time work assignment is scheduled to begin.

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

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:
Less Than High School
Minimum Experience:
1 Year

Minimum Field of Expertise:
Knowledge of all kitchen equipment that pertains to the pantry. Demonstrated customer service experience. Experience working in a fast paced working environment. Ability to effectively communicate in English. Ability to lift a minimum of 30 pounds

Preferred Education:
High School or equivalent
Specialized/Technical Training

Preferred Experience:
2 Years

Preferred Field of Expertise:
Culinary School diploma. Two years in a restaurant/high volume banquet and catering operation.

Skills: Other:
Communication -- written and oral skills

Skills: Specialized Equipment:
Blender
Coffee maker
Dishwasher
Electric can opener
Food mixer
Food processors and/or other food processing equipment
Freezer
Gas Oven
Gas Range
Griddle
Knife sharpener
Meat slicer
Microwave oven
Refrigerator
Thermometer
Toaster

Skills: Trade/Auxiliary:
Assemble and package food/beverage products
Calculate measurements
Handle knives
Maintain records, logs, etc.
Maintain stock
Prepare food and beverages
Serve customers
Understand and apply policies and procedures
Use culinary techniques

**Supervises:** Level:

May oversee student, temporary and/or casual workers.

**Comments:**

Must have flexible schedule; able to work any shift as assigned. Understands that regular attendance and punctuality is expected of all employees. Must successfully complete ServeSafe certification.

**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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