UNIVERSITY OF SOUTHERN CALIFORNIA
Culinary Specialist (Union)
Job Code: 143132

OT Eligible: Yes
Comp Approval: 5/25/2011

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

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>% TIME</th>
<th>*E/M/NA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 inventories.
Maintains cleanliness of facilities.
Maintains kitchen sanitation program. Complies with standard food handling and sanitation procedures.
Adheres to department service standards and to all health, safety and university rules and regulations.
Attends and participates in meetings as required.
Reports to station, ready to work at the time work assignment is scheduled to begin.

*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:
Less than high school

**Minimum Experience:**

1 year

**Minimum Field of Expertise:**

Must successfully complete the culinary skills test administered by the Executive Chef. Knowledge of all kitchen equipment, small or large scale. Knowledge of both restaurant and banquet style cooking. Demonstrated customer service experience. Experience working in a fast paced working environment. Ability to effectively communicate in English.

**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/hotel/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:**

- Calculate measurements
- Compute totals
- Handle knives
- Maintain inventories
- Maintain records, logs, etc.
- Prepare food and beverages
Serve customers
Understand and apply policies and procedures
Use culinary techniques

**Supervises: Level:**
May oversee student, temporary and/or resource 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. Must have valid California Food Handler Card or obtain card within first 30 days of hire.

**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.

The University of Southern California is an Equal Opportunity Employer