UNIVERSITY OF SOUTHERN CALIFORNIA

Station Chef (Union Only)

Job Code: 143133

OT Eligible: Yes

Comp Approval: 5/25/2011

JOB SUMMARY:
Prepares and/or directs the preparation of food to be served complying with applicable sanitation, health and personal hygiene standards and following established food production programs, menus, standards and procedures. Assists in the development of recipes. Ensures that unit stations are properly prepared and staffed. Ensures menu items are prepared in compliance with established menu standards and product specifications. Utilizes a just-in-time cooking methodology in a high volume environment. Assists in managing inventory including ordering and cost control. Provides leadership to other culinary and kitchen staff. Position reports to the unit chef and/or unit manager.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ________ Provides customer service to students, faculty, staff and external customers. Meets customer needs, offers options, resolves problems and follows up with customers. Ensures full customer satisfaction without unnecessarily referring customer to other staff members. Maintains friendly, helpful demeanor.

______ ________ Prepares food items according to the recipe or instructions provided by the chef ensuring compliance and consistency with product/menu/recipe specifications and on time production standards. Creates daily specials and recipes in conjunction with the unit chef/manager.

______ ________ Assists in ordering and maintaining inventory including cost control and proper storage.

______ ________ Plans station production on a daily/weekly basis based on established forecasts. Plans daily food production to coordinate with meal serving hours so that excellence, quality, temperature and appearance of food is preserved. Assists the chef by working in other areas of the kitchen as needed to meet production schedules.

______ ________ Assists the chef in implementing and maintaining food safety and sanitation programs. Observes proper food handling and sanitation procedures as well as university and department policies, procedures and standards.

______ ________ Communicates with manager, chef, staff and guests to ensure that assignments are understood and completed as directed and that guest needs are being met. May assist in resolving customer complaints.

______ ________ Assists in training culinary staff. Provides leadership and guidance to culinary and kitchen staff.

______ ________ Organizes presentations and tastings of daily menu items and specials.

______ ________ Adheres to proper knife handling procedures.

______ ________ Attends and participates in meetings as required.

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

Essential: [ ] 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:
3 years

Minimum Field of Expertise:
Minimum 3 Years experience as a lead cook in a restaurant and/or hotel culinary environment. Must successfully complete the Station Chef Culinary Skills Test administered by the unit manager, unit chef and/or 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/high volume environment. Ability to communicate in English.

Preferred Education:
High school or equivalent
Specialized/technical training

Preferred Experience:
5 years

Preferred Field of Expertise:
Certified culinary program diploma/certification. Five years as a lead cook in a restaurant and/or hotel high volume banquet and catering operation.

Skills: Specialized Equipment:
Blender
Dishwasher
Electric can opener
Food mixer
Freezer
Gas oven
Gas range
Griddle
Knife sharpener
Meat slicer
Refrigerator
Rotisserie
Thermometer

Skills: Trade/Auxiliary:
- Calculate measurements
- Communicate with others to gather information
- Compute totals
- Handle knives
- Lead/guidance skills
- Maintain inventories
- Maintain records, logs, etc.
- Prepare food and beverages
- Understand and apply policies and procedures
- Use culinary techniques

Supervises: Level:
Leads one or more employees performing similar work.
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. 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.

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