UNIVERSITY OF SOUTHERN CALIFORNIA
Culinary Specialist II (Union Only)
Job Code: 143135

OT Eligible: Yes
Comp Approval: 3/13/2015

JOB SUMMARY:
Prepares batch, prep and par food products directed by the Executive Chef, Kitchen Manager and/or Unit Manager(s). Provides high quality and high volume food production with an emphasis on special events and a la carte restaurant service. Utilizes batch and a la carte cooking methodology in a high volume environment. Ensures menu items are prepared in compliance with established menu standards and product specifications. Assists unit chef/manager with directing and implementation of cooking techniques, menu items, and daily specials according to unit specifications. Provides guidance and direction to culinary and kitchen staff.

JOB ACCOUNTABILITIES:
*E/M/NA % TIME
________ ________ Provides customer services to faculty, staff, students and guests. Ensures the highest level of customer satisfaction without unnecessarily referring customer to other staff members. Maintains friendly, helpful demeanor. Provides timely options for customers with specialty diets or dietary restrictions.

________ ________ Measures, cuts and mixes ingredients according to recipes, and/or direction from unit chef/manager. Cooks and prepares food according to chef/managers direction to specific quality, quantity, appearance and temperature.

________ ________ Ensures all food goods are utilized to maximum yield, reduces waste, spoilage and pilferage.

________ ________ Prepares food items for a la carte and special events food goods according to the recipe or instructions provided by the unit chef/managers. Ensures compliance and consistency with product/menu/recipe specifications and on time production standards. Prepares high quality soups, sauces, salads, appetizers, dressings, stews and desserts, including meat, game, seafood, poultry, starches, sauces and vegetables daily for meal and service production in a timely manner.

________ ________ Adheres to the kitchen sanitation program. Complies with standard food handling and sanitation procedures. Completes temperature and cooling logs as directed. Ensures work/cooking space is neat, orderly and left in a clean and sanitized manner.

________ ________ Maintains working knowledge of classical and modern cooking techniques including but not limited to grill, fry, broil, roast, poach, blanch and bake. Learns and executes new techniques applied to batch, prep and a la carte menu items.

________ ________ Adheres to department service and health and sanitation standards, safety and university rules and regulations. Stores all food goods in approved containers that are wrapped, dated and labeled (where applicable) and stores equipment in proper place.
Maintains cleanliness and organization of facilities, kitchen common areas, stations, tools, kitchen small wares and cooking equipment. Ensures proper use of kitchen small wares and cooking equipment, including proper knife handling and sharpening procedures. Maintains personal and professional tools in adherence with policies and procedures. Reports any maintenance issue to the unit chef/manager.

Provides guidance and direction to culinary and kitchen staff.

Attends and participates in meetings as required. Has responsibility to attend all required scheduled culinary trainings.

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:  
- 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
- Less than high school

**Minimum Experience:**

- 3 years

**Minimum Field of Expertise:**

- Culinary School Certificate/Diploma from a culinary arts and management nationally accredited school. Three years experience must include at least six months of prior experience as a USC Culinary Specialist or equivalent culinary experience in an external full service restaurant operation. 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 catering/special event cooking. Demonstrated customer service experience. Experience working in a fast paced working environment. Knowledge of classical cooking techniques and modern cookery. Ability to effectively communicate in English.

**Preferred Education:**

- Associate’s degree
- High school or equivalent

**Preferred Experience:**

- 4 years

**Preferred Field of Expertise:**
Associates degree from a culinary arts and management school.

**Skills: Specialized Equipment:**
- Blast chiller
- Blender
- Combi oven
- 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
- Pasta cooker
- Refrigerator
- Rotisserie
- Salad spinner
- Steamer
- Steamer
- Thermometer
- Toaster

**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 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 Food Handler 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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