UNIVERSITY OF SOUTHERN CALIFORNIA
Station Chef II (Union Only)
Job Code: 143136

Grade: 00
OT Eligible: Yes
Comp Approval: 3/13/2015

JOB SUMMARY:
Prepares and assists with directing the preparation of food to be served complying with applicable sanitation, health and personal hygiene standards and follows established food production programs, menus, standards and procedures. Assists in the development of recipes. Ensures that unit stations are properly organized and staffed. Ensures menu items are prepared in compliance with established standards and product specifications. Monitors just-in-time cooking methodology in a high volume environment. Assists with directing the planning and execution of daily culinary tasks according to the necessary workflow. Participates in managing inventory including ordering and cost control. Provides guidance, direction and assistance to culinary and kitchen staff. Position focuses on special events and a la carte restaurant service.

JOB ACCOUNTABILITIES:

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<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>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.</td>
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<td>Ensures staff is performing duties in a timely and consistent manner under the direction of the unit chef/manager.</td>
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<td>Measures and mixes ingredients according to recipes, and/or direction from culinary supervisors. Cooks and pre-prepares food according to culinary supervisors’ directions to specific quality, quantity, appearance and temperature, including compliance and consistency with product/menu/recipe specifications and on time production standards.</td>
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<td>Prepares high quality soups, sauces, salads, appetizers, dressings, stews and desserts in a timely manner. Ensures consistent quality of food goods with preparation and final execution.</td>
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<td>Assists in creating daily specials and recipes in conjunction with the unit chef/manager. Prepares meat, game, seafood, poultry, starches and vegetables daily for meal and service production in a timely manner.</td>
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<td>Adheres to proper knife handling and sharpening procedures. Maintains personal and professional tools in adherence with policy and procedures. Ensures all equipment and facilities are used properly and for their intended purpose.</td>
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<td>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.</td>
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<td>Maintains full knowledge of all menus, recipes and special event menus. Maintains daily production lists, event prep sheets and ensures staff is completing tasks to unit specifications. Assists in ordering and maintaining inventory including cost control measures and proper storage. Plans station production on a daily/weekly basis based on established forecasts. Provides written and oral instructions to staff.</td>
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Assists with maintaining kitchen sanitation programs. Complies with standard food handling and sanitation procedures. Completes temperature and cooling logs as directed. Ensures work/cooking space is neat and orderly and left in a clean and sanitized manner. Participates in inspecting work areas for compliance with department sanitation standards and reports any maintenance issues to the unit chef/manager.

Maintains cleanliness and organization of facilities, kitchen common areas, stations, tools, kitchen small wares and cooking equipment.

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 space.

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

Provides guidance and direction to culinary and kitchen staff. Assists with on the job training for new/existing staff to ensure cooking techniques, recipes and unit chef/manager’s directions are followed. Performs related duties such as developing new/modified recipes and practical application of new/modified a la carte menu and special event menu items.

Reports to station, ready to work at the time work assignment is scheduled to begin, in complete uniforms.

Performs multi-tasks such as several projects and/or menu items at the same time per direction of the unit chef/manager.

Perform 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
- [x] 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
- Specialized/technical training

**Minimum Experience:**

- 4 years

**Minimum Field of Expertise:**

Culinary School Certificate/Diploma from a culinary arts and management nationally accredited school. Four years of experience must include at least six months as a USC Culinary Specialist II or Station Chef I 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 banquet style 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:

- 5 years

Preferred Field of Expertise:

Associates degree-culinary arts or management from a nationally accredited school. Five years of experience as a lead cook in a restaurant and/or hotel high volume banquet and catering operation.

Skills: Specialized Equipment:

- Blast chiller
- Blender
- Combi oven
- Dishwasher
- Electric can opener
- Food mixer
- Food processors and/or other food processing equipment
- 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.

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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