UNIVERSITY OF SOUTHERN CALIFORNIA

Professional Chef
Job Code: 143203

Grade: I
OT Eligible: No
Comp Approval: 3/15/1994

JOB SUMMARY:
Coordinates and directs the production of food in a retail dining operation. Ensures high standards in food preparation, and presentation, controls food costs and creates new, innovative recipes.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ ______ Provides professional culinary advice. Plans and develops new menus and recipes. Schedules meal production.

______ ______ Maintains currency with, understands and ensures unit compliance with all university policies and procedures and with all applicable local, state and federal laws and regulations.

______ ______ Hires, trains, schedules, prioritizes and assigns work. Assesses performance and provides feedback. Counsels or disciplines as needed.

______ ______ Oversees food ordering. Maintains food and labor costs within established budgetary guidelines.

______ ______ Develops and recommends goals and objectives for unit.

______ ______ Inspects food storage and directs sanitary maintenance of kitchen and storage facilities.

______ ______ Maintains currency with professional organizations and publications pertinent to unit’s operation.

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
[ ] 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
Combined experience/education as substitute for minimum education

Minimum Experience:

5 Years

Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

Formal training at accredited culinary institute. Supervisory level chef experience in diversified food service operation. Demonstrated knowledge of health and sanitation requirements.

Skills: Other:

Budget control
Communication -- written and oral skills
Conceptualization and design
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/Guidance Skills
Networking
Organization
Planning
Problem identification and resolution
Project management
Scheduling
Supervisory Skills

Supervises: Level:

Supervises employees who do not supervise

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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