UNIVERSITY OF SOUTHERN CALIFORNIA
Executive Chef
Job Code: 143207

Grade: K
OT Eligible: No
Comp Approval: 7/7/2004

JOB SUMMARY:
Coordinates, plans and directs the production of meals in a multi-faceted, computerized, retail dining operation. Insures high standards in food preparation and delivery, controls food costs and creates new, innovative recipes.

JOB ACCOUNTABILITIES:

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<th>E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
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<td>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.</td>
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<td>Provides professional culinary advice. Plans and develops new menus and recipes. Schedules meal production and performs quality control evaluations. Oversees usage and maintenance of computerized menu management system.</td>
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<td>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.</td>
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<td>Directly or indirectly supervises all assigned subordinate staff, usually through supervisors. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required.</td>
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<td>Oversees food ordering. Maintains food and labor costs within established budgetary guidelines.</td>
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<td>Plans, implements and directs program(s), project(s) and activities for Dining Services section. Develops and recommends menu goals and objectives.</td>
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<td>Serves as information resource for the University community and/or the general public concerning Dining Services programs and/or projects.</td>
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<td>Establishes and maintains appropriate network of professional contacts.</td>
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<td>Maintains currency with professional organizations and publications pertinent to unit's operation.</td>
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<td>Inspects food storage and directs sanitary maintenance of kitchen and storage facilities.</td>
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<td>Researches new developments in methods and equipment for application to food services operations; makes recommendations.</td>
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<td>Develops, implements and administers plans for effective communications program(s) within unit.</td>
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Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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

Minimum Experience:

5 Years

Minimum Field of Expertise:

Formal training at accredited culinary institute. Supervisory level chef experience in high volume diversified food service operation. Working knowledge of health and sanitation regulations.

Preferred Experience:

7 Years

Preferred Field of Expertise:

Certification in kitchen sanitation procedures.

Skills: Other:

Assessment/evaluation
Budget control
Communication -- written and oral skills
Conceptualization and design
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Managerial Skills
Networking
Organization
Planning
Problem identification and resolution
Skills: Machine:

Calculator
Computer Network (Department or School)
Computer Peripheral Equipment
Personal Computer

Supervises: Level:
Manages through subordinate supervisors

Supervises: Nature of Work:
Clerical/Secretarial
Managerial
Service/Maintenance

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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