



## Culinary Specialist II (Union Only)

### Job Description

#### JOB INFORMATION

<i>Job Code:</i>	143135
<i>Job Title:</i>	Culinary Specialist II (Union Only)
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Food Service (Union)
<i>Job Family Group:</i>	Auxiliary Services 1
<i>Management Level:</i>	7 Individual Contributor

#### 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 QUALIFICATIONS:

##### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		Less than high school		
X		Specialized/technical training	Culinary Arts	
	X	High school or equivalent		And
	X	Associate's degree	Culinary Arts	

##### Additional Education

**Check here if experience may substitute for some of the above education.**

Combined experience/education as substitute for minimum education

##### Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		3 years		
	X	4 years		

##### Additional Work Experience

**Check here if education may substitute for some of the above work experience.**

Combined experience/education as substitute for minimum work experience

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Prior experience as a USC Culinary Specialist or equivalent culinary experience in an external full service restaurant operation.
X		Knowledge of all kitchen equipment, small or large scale.
X		Knowledge of both restaurant and catering/special event cooking.
X		Demonstrated customer service experience.
X		Experience working in a fast-paced working environment.
X		Knowledge of classical cooking techniques and modern cookery.
X		Ability to effectively communicate in English.

## Licenses

Req	Pref	License(s)
X		Culinary School Certificate/Diploma from a culinary arts and management nationally accredited school.
X		Must successfully complete the culinary skills test administered by the Executive Chef.
	X	Associate's degree from a culinary arts and management school.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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 (e.g., grill, fry, broil, roast, poach, blanch, 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.				

**Other Requirements**

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_

Print Employee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print Manager Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job.