



**USC** University of  
Southern California

## Station Chef II (Union Only) Job Description

### JOB INFORMATION

<i>Job Code:</i>	143136
<i>Job Title:</i>	Station Chef II (Union Only)
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	
<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 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 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	
	X		
	X	Associate's degree	

#### 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		4 years	
	X	5 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		Culinary School Certificate/Diploma from a culinary arts and management nationally accredited school.
X		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.
X		Must successfully complete the culinary skills test administered by the Executive Chef.
X		Knowledge of all kitchen equipment, small or large scale.
X		Knowledge of both restaurant and banquet style cooking. 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.
	X	Associates degree-culinary arts or management from a nationally accredited school.
	X	Five years of experience as a lead cook in a restaurant and/or hotel high volume banquet and catering operation.

## 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.				
Ensures staff is performing duties in a timely and consistent manner under the direction of the unit chef/manager.				
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.				
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.				
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.				
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.				
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.				
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.				
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				

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.				

## 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.