



JOB INFORMATION

<i>Job Code:</i>	143133
<i>Job Title:</i>	Station Chef (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 and/or directs the preparation of food to be served complying with applicable sanitation, health and personal hygiene standards and following established food production programs, menus, standards and procedures. Assists in the development of recipes. Ensures that unit stations are properly prepared and staffed. Ensures menu items are prepared in compliance with established menu standards and product specifications. Utilizes a just-in-time cooking methodology in a high volume environment. Assists in managing inventory including ordering and cost control. Provides leadership to other culinary and kitchen staff. Position reports to the unit chef and/or unit manager.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Less than high school	
	X	High school or equivalent	
	X	Specialized/technical training	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	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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Minimum 3 Years experience as a lead cook in a restaurant and/or hotel culinary environment.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Must successfully complete the Station Chef Culinary Skills Test administered by the unit manager, unit chef and/or Executive Chef.
X		Knowledge of all kitchen equipment, small or large scale.
X		Knowledge of both restaurant and banquet style cooking.
X		Demonstrated customer service experience.
X		Experience working in a fast paced/high volume environment.
X		Ability to communicate in English.
	X	Certified culinary program diploma/certification.
	X	Five years as a lead cook in a restaurant and/or hotel high volume banquet and catering operation.
	X	Must successfully complete ServeSafe certification. Must have valid California Food Handler Card or obtain card within first 30 days of hire.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				
Prepares food items according to the recipe or instructions provided by the chef ensuring compliance and consistency with product/menu/recipe specifications and on time production standards. Creates daily specials and recipes in conjunction with the unit chef/manager.				
Assists in ordering and maintaining inventory including cost control and proper storage.				
Plans station production on a daily/weekly basis based on established forecasts. Plans daily food production to coordinate with meal serving hours so that excellence, quality, temperature and appearance of food is preserved. Assists the chef by working in other areas of the kitchen as needed to meet production schedules.				
Assists the chef in implementing and maintaining food safety and sanitation programs. Observes proper food handling and sanitation procedures as well as university and department policies, procedures and standards.				
Communicates with manager, chef, staff and guests to ensure that assignments are understood and completed as directed and that guest needs are being met. May assist in resolving customer complaints.				
Assists in training culinary staff. Provides leadership and guidance to culinary and kitchen staff.				
Organizes presentations and tastings of daily menu items and specials.				
Adheres to proper knife handling procedures.				
Attends and participates in meetings as required.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		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

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	efforts, and mobilize other staff members if needed.		and USC's policy at: https://policy.usc.edu/mandated-reporters/
<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: https://dps.usc.edu/alerts/clery/			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.