UNIVERSITY OF SOUTHERN CALIFORNIA
Station Chef (Union Only)
Job Code: 143133

Grade: 04
OT Eligible: Yes
Comp Approval: 7/19/2005

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 ACCOUNTABILITIES:

**E/M/NA ** % TIME

_____ _____ 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.
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:**

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<th>Essential:</th>
<th>No</th>
<th>Yes</th>
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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:**
Less Than High School

**Minimum Experience:**
3 Years

**Minimum Field of Expertise:**
Minimum 3 Years experience as a lead cook in a restaurant and/or hotel culinary environment. Must successfully complete the Station Chef Culinary Skills Test administered by the unit manager, unit chef and/or Executive Chef. Knowledge of all kitchen equipment, small or large scale. Knowledge of both restaurant and banquet style cooking. Demonstrated customer service experience. Experience working in a fast paced/high volume environment. Ability to communicate in English.

**Preferred Education:**
High School or equivalent
Specialized/Technical Training

**Preferred Experience:**
5 Years

**Preferred Field of Expertise:**
Certified culinary program diploma/certification. Five years as a lead cook in a restaurant and/or hotel high volume banquet and catering operation.

**Skills:**
Specialized Equipment:
- Blender
- Dishwasher
- Electric can opener
- Food mixer
- Freezer
- Gas Oven
- Gas Range
- Griddle
- Knife sharpener
- Meat slicer
Refrigerator
Rotisserie
Thermometer

**Skills: Trade/Auxiliary:**
- Calculate measurements
- Communicate with others to gather information
- Compute totals
- Handle knives
- Lead/Guidance Skills
- Maintain inventories
- Maintain records, logs, etc.
- Prepare food and beverages
- Understand and apply policies and procedures
- Use culinary techniques

**Supervises: Level:**
- Leads one or more employees performing similar work
- May oversee student, temporary and/or casual workers.

**Comments:**
- Must have flexible schedule; able to work any shift as assigned. Understands that regular attendance and punctuality is expected of all employees. Must successfully complete ServeSafe certification.

**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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