

JOB DESCRIPTION *(Classified Employee)*

Job Title: Chef

Date: February 1987

Job Code: 2048

Statement of the Job

Employee performs responsible, highly skilled supervisory and preparatory work associated with food production in the operation of a food service. Work involves supervising skilled and unskilled employees, planning food and equipment requirements and maintaining proper health and sanitary standards to safeguard the health of customers. Work requires initiative and judgment.

Duties of the Job

1. Supervises and participates in the preparation of food for the Commons or cafeteria, following standardized recipes.
2. Teaches and enforces safety regulations.
3. Estimates food needs and places orders through Food Buyer.
4. Reviews inventory to assure that adequate food and supplies are available; requisitions food and other supplies from stockroom or commissary and orders some foods from vendors.
5. Plans and supervises the storage and use of leftover and uncooked food.
6. Supervises other regular food service employees and student employees; duties include scheduling, assisting in hiring, evaluating and training staff in food preparation, kitchen duties and sanitation.
7. Maintains records of food production.
8. Packages and freezes samples of served food to comply with health regulations.
9. Supervises and prepares banquets and special functions for the University Catering Service.
10. Participates in evaluating new recipes and products and in planning for menus and improved service delivery.
11. Inspects equipment and reports maintenance problems to the Commons manager.
12. Trains students in the University Food and Nutrition Program on large-scale food production.
13. May open and secure kitchen and dining facilities.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION

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Wage Grade: S

Total Points: 432

FACTOR	DEGREE	POINTS
1. Knowledge and Skills Specialized knowledge to analyze and solve complex problems.	5	180
2. Effort I. Mental and Visual Effort Concentrated, exacting mental and visual effort to plan and perform complex work. II. Physical Effort Moderate physical effort or frequent fine motor control in work requiring extremely close tolerances.	5 3	40 30
3. Responsibility for Cost Control Sustained high degree of attention required to prevent damage or waste.	4	32
4. Responsibility for Others I. Injury to Others Sustained high degree of care and awareness is required to prevent physical injuries. II. Supervisory Responsibility Assigns, reviews and checks work of regular employees during a major portion of the time; or supervises regular employees, including making recommendations about personnel actions. III. Sensitive Information and Records Collects and utilizes sensitive information.	4 4 4	32 32 32
5. Working Conditions Frequent exposure to several adverse stimulations or to one which is particularly disagreeable.	3	30
6. Responsibility for External and Internal Relations Considerable external and/or internal contacts to carry out responsibilities.	3	24