



Dining and Summer Conferences University of Wisconsin-Stevens Point

Title: Residential Dining Chef—Exempt Classified

Percentage of time: 100% Effective Date: 10/14/14 Submission date: 10/14/14

Employee's Name: Open

Supervisor's Name: Assistant Director of Culinary Operations

Department: Dining and Summer Conferences

Control Unit: Student Affairs

Organization Summary:

Dining and Summer Conferences (DSC) is a department within the Student Affairs Division and closely linked with the University Centers and Residential Living. DSC is under the direction of the Vice Chancellor of Student Affairs. DSC operates a comprehensive collegiate food service program delivering high quality, contemporary and innovative culinary services to meet the various needs of students, faculty, staff and visitors. The department provides a resident dining program for approximately 3,000+ meal plan participants as well as a retail food court, convenience store, coffee shops, and full service catering for the campus community of approximately 9,000 students and faculty/staff/visitors.

DSC's Mission: As a student-centered organization, the Dining and Summer Conferences team creates nutritious and sustainable meals, cultivates community, and enhances the educational experience on campus

Purpose of the Position:

The Residential Dining Chef reports to the Assistant Director of Culinary Operations of Dining and Summer Conferences (DSC), with a secondary reporting line to the Residential Dining Manager. The Residential Dining Chef is the second ranking culinary professional directly managing the daily operations for both a complex, fast paced and high volume **Residential** dining kitchen and **C-Store** production kitchen. S/He will demonstrate the ability to master top quality batch cookery techniques, to develop and test recipes for quantity preparation, to authentically prepare a wide variety of international cuisines and to lead an experienced culinary team serving 3,000+ meals per day.

Scope and Impact:

The scope of the position is Dining and Summer Conferences. It serves residents, students, faculty, staff and campus guests. It interacts extensively with customers, campus community, service providers and outside vendors/contractors. Under general supervision, as part of a team, the incumbent is responsible for the daily culinary operations of the DeBot Dining Center.

The skill, ability and knowledge of the incumbent will have direct and profound impact on the success of the DeBot Dining Center. The ability to work as a team, lead a diverse group of employees performing a multitude of tasks under time constraints to produce high quality food products in a safe and efficient manner daily.

Major Functions:

A. 85% Manage daily culinary operations for the Residential Dining Kitchen and C-Store Production Kitchen

- A.1 Preparation and presentation of a variety of hot and cold foods following standardized department recipes in quantities forecasted and planned in advance using a variety of preparation methods
- A.2 Determining daily kitchen workloads, making daily job assignments and overseeing the work of all culinary team members (cooks, receivers, student staff, etc.)
- A.3 Evaluating finished products to ensure quality and addressing sub-quality production and presentation by analyzing problems and implementing solutions in collaboration with the Executive Chef and Unit Manager
- A.4 Working in all areas of the kitchen as needed including hot and cold food production;
- A.5 Knowledge of reviewing inventory and placing orders in CBORD to ensure all products and supplies are scheduled for delivery on time for production needs in the absence of the Unit Manager
- A.6 Full responsibility for researching, developing, testing and adjusting recipes for all **Residential, C-Store and Bakery** production areas
- A.7 Working in collaboration with the CBORD administrator to verify/maintain recipe accuracy (yield, products, procedures, methods, etc.) within CBORD
- A.8 Overall kitchen sanitation and food safety practices; keeping kitchen classified staff and students on task and assigning side work and equipment maintenance duties to kitchen personnel;
- A.9 Planning and executing production and presentation for assigned meals including designing and executing display cooking presentation, ensuring safe food handling and on time production according to established department procedures
- A.10 Collaborating with the Executive Chef and Unit Manager to fulfill the culinary goals of the units by facilitating the implementation of management initiatives in the kitchens and exceeding student expectations
- A.11 Knowledge of food and labor controls, including COGS calculations

A.12 Ensure that culinary staff are successfully implementing sustainability programs and achieving assigned goals; working with staff regarding communication of products served to customers (i.e. locally sourced, Focus on Food series, theme dinners, grass fed/free range, etc.)

A.13 Assist in the interviewing and evaluation of culinary staff

B. 10% Serve as a Member of the Management Team for Dining and Summer Conferences

B.1 Make budget recommendations related to DeBot Center to the Unit Manager

B.2 Review short-term and long-term equipment and facility needs for the DeBot Center

B.3 Maintain student feedback mechanisms to insure that DSC is delivering a high quality residential program

B.4 Assist in related units for special events, catering, and menu development as needs arise

B.5 Work with the DSC management team to improve training and development programs for students and classified staff

C. 5% Miscellaneous Duties

C.1 Serve as liaison to departments outside of DSC in matters related to food production, nutrition, food safety and special events

C.2 Represent DSC on University committees as needed

C.3 Other duties as assigned

Knowledge, Skills, Abilities and Other Requirements

Knowledge (acquired information necessary to do the job)

- Minimum of three (3) years of experience planning and preparing hot and cold foods for service and coordinating the work of a culinary team in a high volume, high quality operation with a variety of concepts(A)
- Associate's degree or higher in Culinary Arts or apprenticeship program and/or equivalent experience(A)
- Demonstrated knowledge of regional, international and ethnic cuisines(A.1, A.12)
- Demonstrated knowledge of food service software programs for ordering and nutritional services, such as CBORD(A.7, A.5)
- Comprehensive knowledge and understanding of kitchen sanitation and food safety practices and ability to enforce safe food handling guidelines with a diverse staff(A.8)
- Knowledge of and experience in working with food allergies and the production and service methods necessary to accommodate those customers with food allergies(A)
- Basic knowledge of nutrition and food values to assist in communication with the CBORD team and student customers with questions/concerns(A.7, A.12)
- Food Safety Certification required upon hire(A.8)

Skills (a specific learned activity, generally gained through training, usually indicating a level of effectiveness and efficiency)

- Expertise or high level of interest in various cuisines and cooking methods, quantity food preparation and batch cookery, and general culinary techniques and skills(A)
- Experience in developing theme dinners and culinary focused educational events(A.12)
- Practical experience leading a culinary team in a logical, efficient and fair manner, coaching and training culinary skills and techniques, designing plate and all-you-care-to-eat presentations and developing recipes and menus(A)
- Demonstrated best practices in interviewing and evaluating culinary staff (A.13)
- Experience in making presentations and teaching cooking classes to students and the campus community(A.12, B.5)

Abilities (natural talents or acquired dexterity; potential to perform tasks or functions)

- Must be a team player who is willing to be held accountable for the quality of products produced by others, for meeting tight deadlines, managing competing priorities and for contributing to the success of all culinary team members(A.1, A.2, A.3, A.4)
- Must be able to communicate effectively, both verbally and in writing and interact positively with all individuals(A, B, C)
- Ability to maintain a professional and service oriented relationship with customers, co-workers, student staff and supervisory staff(A)
- Ability to be creative, flexible, self-motivated and quality oriented(A, B)
- Good professional judgment and ability to make sound business decisions(A, B)
- Must have a working knowledge of basic math(A, B)
- Ability to lift up to 50 lbs., stand for 10 hours, push heavy carts, and work in variable temperature conditions(A)
- Must successfully complete all appropriate background checks as required. (C)
- Demonstrated ability to deliver exceptional customer service(A, B, C)

Preferred Qualifications:

- Five (5) or more years of experience planning and preparing hot and cold foods for service and coordinating the work of a culinary team in a high volume, high quality operation with a variety of concepts (A)
- Demonstrated experience with CBORD computerized menu management program.(A.5, A.6, A.7, A.11)
- Committed to working with and serving, diverse student populations and to a program emphasizing sustainability and local food initiatives.(A, B, C)

Special Work Schedule Requirements:

52 week, full time position with frequent overtime during the academic year. Weekends, holidays and evening hours are common. Schedule will change based on demand.