

The University of Akron
Classification Specification

Job Title:	Chef Dining Services	Job Code:	42511
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	7/14;8/10;1/04;7/99

Job Summary:

Plan, execute, implement and exercise authority and responsibility for the operational success of the food production activity of Dining Services.

Essential Functions:

50% Oversee all aspects of the Dining Services kitchen and/or operation as it relates to food preparation, salad preparations, food area sanitation, dishwashing and hiring and training cooks and/or food service employees. Assist in planning, coordinating, implementing and training for new concepts in open kitchen operations.

25% Prepare foods for special events. For open kitchen operations have procedures in place to ensure the quality, sustainability, safety, storage and presentation of food products. Design and implement food product recipes/preparation charts in open kitchen operations.

15% Maintain production schedules and work schedules of food service employees. In open kitchen operations assist/serve customers as needed and supervise employees in production, preparation and service.

10% Ensure ample quantities of food and supplies are available and order the necessary food and supplies for normal operations and special events. Conduct inventory as assigned.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Safe Serve Sanitation Certificate.

Experience:

Requires a minimum of 4 years experience and knowledge of food preparation in high volume food service. Supervisory experience required. Experience with computerized control system required. Basic math abilities and knowledge of proper food sanitation procedures required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.