



JOB INFORMATION

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|-------------------|--|
| Job Code: | 143016 |
| Job Title: | Assistant Kitchen Manager |
| FLSA Status: | Exempt |
| Supervisory: | Supervises employees and/or student workers. |
| Job Family: | Hospitality |
| Job Family Group: | Auxiliary Services 1 |
| Management Level: | 5 Manager |

JOB SUMMARY

Assists in overseeing all aspects of kitchen operations. Assists in managing and developing staff, maintaining health department standards. Assists in controlling costs to stay within budget.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|--------------------------------|----------------|
| X | | Specialized/technical training | |
| | X | Related graduate study | |

Additional Education

Check here if experience may substitute for some of the above education.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Combined experience/education as substitute for minimum education |
|--------------------------|---|

Work Experience

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| X | | 2 years | |
| | X | 3 years | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Combined experience/education as substitute for minimum work experience |
|--------------------------|---|

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|--|
| X | | Two plus years experience in a leadership role within a high-volume, full service kitchen environment. |
| X | | Strong track record of success in previous assignments demonstrating upward career mobility. |
| X | | Demonstrated knowledge of pertinent local, federal and state health and safety laws and regulations. |

Other Job Factors

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|--|---------------|------------------|-----------------|------------|
| Assists in overseeing all aspects of kitchen operations. Maintains currency with, understands and ensures unit compliance with all university policies and procedures, inventory procedures and with all applicable local, state and federal health and safety guidelines. | | | | |
| Assists with planning, organizing, directing, coordinating, scheduling and delegating responsibility to the staff, ensuring the goals and objectives of the kitchen are met on a daily basis by the staff. Assists Kitchen Manager, as assigned. | | | | |
| Ensures adherence to all systems, procedures and policies. Contributes to the creation, maintenance and implementation of all unit Standard Operating Procedures in coordination with Hospitality Management. | | | | |
| Assists with maintaining costs for food, beverage and labor within established budgetary guidelines and ensures unit generates revenue. | | | | |
| Recruits, screens, hires, trains and directly supervises subordinate staff, student workers, volunteers, and interns. Schedules and assigns work. Assesses performance and provides feedback, counseling or discipline, as needed. Terminates employees as necessary. | | | | |
| Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with Department of Public Safety. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | 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. | | 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 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. USC reserves the right to add or change duties at any time.

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. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.