



### JOB INFORMATION

Job Code:	143203
Job Title:	Professional Chef
FLSA Status:	Exempt
Supervisory:	Supervises employees who do not supervise.
Job Family:	Food Service (Non-Union)
Job Family Group:	Auxiliary Services 1
Management Level:	6 Supervisor

### JOB SUMMARY

Directs and coordinates the production of food in a dining operation. Plans and prices menus, orders supplies, and maintains records and accounts. Supervises and develops staff. Maintains department health and safety standards. Ensures high standards in food preparation and presentation. Controls food costs and creates new, innovative recipes.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Specialized/technical training	

#### Additional Education

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

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		5 years	

#### Additional Work Experience

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

Combined experience/education as substitute for minimum work experience

#### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Formal training at accredited culinary institute. Supervisory level chef experience in diversified food service operation. Demonstrated knowledge of health and sanitation requirements. Demonstrated organizational and communication skills.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Directs and coordinates the production of food in a dining operation. Provides professional culinary advice and expertise. Plans, prices and develops new menus and recipes. Schedules meal production.				
Prepares and cooks foods of all types, either on a regular basis or for special functions.				
Develops and recommends goals and objectives for unit. Implements and communicates to staff. Reassesses or redefines priorities as appropriate in order to achieve performance objectives.				
Directly supervises at least two full-time subordinate staff, or the equivalent. Recruits, screens, hires, orients and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees, as required. Monitors and reviews work of staff. Identifies problems and assists in resolution. Ensures adherence to unit operating policies and procedures.				
Provides customer service to faculty, staff, students 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.				
Oversees food ordering. Maintains food and labor costs within established budgetary guidelines.				
Maintains currency with, understands and ensures unit compliance with all university policies and procedures and with all applicable local, state and federal laws and regulations.				
Inspects food storage and directs sanitary maintenance of kitchen and storage facilities.				
Maintains currency with professional organizations and publications pertinent to unit's operation.				

## 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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<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: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.