

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** CHEF

**Reports To:** Designated Supervisor

**UW Job Code:** 3056

**UW Job Family:** 39 - Food Service Professional

**SOC Code:** 35-1011

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 8-1-03 (revised 7-1-04; 3-25-05; 5-1-21; 12-1-21)

### **JOB PURPOSE:**

Manage the culinary operations and training for a unit of Dining Services; serve as culinary advisor; plan, coordinate, execute, supervise and evaluate functions of culinary unit.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan and oversee food production for area, including menu planning, purchasing, recipe adherence, customer requests, unit events, and quality assurance.
- Develop recipes and portion specifications in accordance with consumer tastes, nutritional needs, production specifications, established procedures, and cost requirements.
- Perform food production and supervise staff/students in proper food production techniques, food safety, efficiency, portioning, and presentation.
- Interview, hire, train, supervise and evaluate support staff within unit; supervise and/or conduct scheduling of support staff.
- Manage the computerized food service management system; maintain daily purchasing and inventory records; order supplies from on-site stores.

### **SUPPLEMENTAL FUNCTIONS:**

- Promote public relations with students, guests and University personnel.
- Recommend budget estimates and monitor expenditures.

### **COMPETENCIES:**

- Decisiveness
- Individual Leadership
- Sensitivity
- Service Orientation

- Quantity of Work
- Work Standards

### **MINIMUM QUALIFICATIONS:**

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Applicable federal, state and local codes, rules and regulations.
- Quantity food preparation procedures and practices.
- Planning and scheduling techniques.
- Catering set-up procedures.
- Nutritional value, adaptabilities, and uses of various foods.
- Mathematical calculations used in determining ingredient requirements for large product quantities.
- Numbers and types of workers needed to staff a large food service operation.
- Equipment and supplies used in quantity food preparation and its care and operation.
- Quantity food purchasing, receiving, and storage.
- Quality assurance, infection control, and environmental safety procedures.
- Occupational hazards and safety regulations and rules.
- Standards of sanitization and cleanliness employed in handling food.
- Employee policies and procedures and supervisory techniques.
- Catering processes and procedures.

Skills and Abilities to:

- Prepare quality food in large quantities according to prescribed guidelines.
- Prepare menus.
- Develop and test recipes and/or techniques for food preparation/presentation.
- Requisition supplies and equipment.
- Instruct, train, evaluate, and supervise employees.
- Meet prescribed deadlines through personal and unit organization.
- Move up to 50 pounds occasionally.
- Plan work schedules and maintain work standards.
- Operate equipment and tools used in the food service industry.
- Manage various food service aspects of a designated unit.
- Enforce quality and sanitation standards, portion control and efficiency of a unit.
- Prepare, set up, and deliver food and services for catered functions.
- Recommend budget estimates and monitor expenses.

**WORKING CONDITIONS:**

Standard office, kitchen and food service environments; regular exposure to noise, vapors, temperature changes, and fumes; occasional exposure to chemical and mechanical hazards.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.