



Position Description

Classification Title:	Cook and Food Service Assistant 4
Working Title:	Cook
Supervisor's Working Title:	Residential Dining Chef
Hours/Shift:	5:00 a.m. – 10:00 p.m.
Department:	Dining and Summer Conferences
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	University Staff
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
Date Created/Updated:	January 2021
Position of Trust:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

Position Summary

Under general supervision, this position reports to the Dining and Summer Conference (DSC) Management Team Members and the Food Production Assistants. This Lead position ensures that dining standards are attained so customers have an enjoyable dining experience in any of our dining facilities including: Residential, Food Court, C-Store, Satellite and Catering locations of DSC. Among the standards are efficient, courteous service, proper sanitation procedures, proper use and care of equipment, and the production of quality, wholesome, and properly prepared foods according to standardized menus and recipes. These standards are maintained through a corps of student employees and full-time staff who receive training and leadership from this position. This position will lead the activity of 4-25 employees on any one shift. The ability to work alternate hours as needed is required. DSC is a unit under the Student Affairs Division of campus and is closely linked with the University Centers and Residential Living.

Primary Responsibilities:	%
<p>A. Maintain high operational standards in all preparation and service areas through direction of student employees and teamwork with DSC Culinary staff.</p> <ol style="list-style-type: none"> 1. Leads and instructs Student Managers and other student employees in food service-related functions of their job position. 2. Work with Student Managers, student employees and full-time staff in ensuring preparation and service of wholesome food and beverages high in quality and eye appeal. 3. Check temperatures of hot and cold food items each meal period and proceed to correct substandard temperatures. 4. Oversee appearance and quality of food as received from production area and report substandard products to department manager or personnel responsible for its production in the absence of management for correction. 5. Oversee service area food production responsibilities for each operation, both on the line and back of the house tasks. 6. Set-up line for each service period with proper serving utensils and supplies. 7. Check portion size of all food items periodically. 8. Instruct student employees in correct portion sizes, avoidance of waste, service policies and the need for consistency. 9. Fill out and/or review for accuracy CBORD records. Follow all established CBORD procedures in all DSC locations. 10. Develop good rapport with Student Managers and workers to aid in motivation and dedication towards job responsibilities. 11. Perform, instruct, and direct students and full-time staff in proper sanitation, food handling and cleaning as outlined by Serve Safe guidelines. This position also performs these same duties as required. 12. Instruct and direct students and other employees in equipment use and care. 13. Instruct and direct students and other employees in courteous service to patrons. 14. Approve completion of student employee duties before they leave work in conjunction with Student Manager on duty. 15. Work with Student Managers on duty to assure coverage of all positions when students are absent. Often times this requires re-assignment of employees from area to area and working critical positions during times of high demand. 16. Oversee and maintain dish room operations during operational hours as needed. 17. Able to work in multiple locations daily, with comfort level of flow between each and the knowledge and confidence to meet all deadlines and service challenges. 	80
<p>B. Be representative of Dining Service and ensure security of Dining Service department and assets. Maintain operations in the absence of management staff.</p> <ol style="list-style-type: none"> 1. Ability to make quick and quality decisions to meet the customer and staff wants/needs in a timely manner. 2. Direct and/or handle patron inquiries appropriately. 3. Enforce dining and dish room policies among customers. 4. Inform Department Manager of any problem areas or pieces of equipment. 	15
<p>C. Miscellaneous Projects</p> <ol style="list-style-type: none"> 1. Maintain equipment and production area safely and in a sanitary manner. 2. Comply with DSC, UWSP and all other safety and sanitation guidelines. 3. Attend trainings/meetings when requested to improve skills or job knowledge. 4. Provide backup assistant to all units within DSC when required, including serving food in the retail or residential dining facilities and assisting with catering events. 5. Other duties as assigned 	5

Knowledge, Skills, and Abilities:

- Ability to work occasional extended hours up to 12 hours on some days.
- Ability to push or pull wheeled carts weighing up to 200#
- Ability to lift cases of food products weighing up to 50#
- Knowledge of efficient and safe use of food service equipment such as ovens, choppers, slicers, fryers, etc.
- Ability to bend, stoop and lift up to 50# when storing, stocking and rotating.
- Knowledge of food production methods and procedures including sanitation
- Knowledge of equipment cleaning methods and procedures.
- Ability to read and interpret recipe information and production sheets from menu management system.
- Knowledge of weights and measures.
- The work environment requires that the incumbent communicate courteously, following customer service standards to vendors, supervisors, customers, and co-workers, often under stressful circumstances. The work must be performed within time constraints meeting quality standards, schedules, and deadlines.
- Thorough knowledge of and experience in the use of materials, methods, and equipment used in large scale cooking.
- Thorough knowledge of food products and quality standards for foods.
- Ability to independently coordinate and guide preparation activities on a large scale.
- Considerable knowledge of sanitation and health precautions in food preparation and service.
- Working knowledge of ServSafe, ServSafe certification necessary within 3 months of hire, recertification within 3 months of expiration.
- Ability to work cooperatively with all staff members and the larger university community.

Physical Effort/Demands:

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

Equipment Operated:

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

Working Environment:

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date