



Position Description

Classification Title:	Chef (DS003)
Working Title:	Treehaven Sous Chef
Supervisor's Working Title:	Treehaven Kitchen Manager & Head Chef
Hours/Shift:	Full time, shifts determined by need of facility, primarily the afternoon/evening shift
Department:	Treehaven
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:	March 2022
Position of Trust:	<input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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

The Treehaven Chef works in concert with the Kitchen Manager/Head Chef to develop menus and recipes. This position performs all scratch cooking and related activities and acts a kitchen lead when Head Chef is not available, including supervising staff on their shifts. The Treehaven Chef, will interact with customers to safely create and serve high quality food.

Primary Responsibilities:

% of Time Spent

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Cooking & Food Preparation <ul style="list-style-type: none"> Prepare a variety of food according to needs of Treehaven groups as identified by the Head Chef Provide efficient and creative food preparation and cooking skills to produce high quality meals. Monitor and maintain portion controls Ensure facility adheres to safe food quality, handling, and sanitation processes Maintain cleanliness of the dining and kitchen areas Audit and maintain inventory, equipment, and clean work areas Execute, train, and assist with leading food production activities Coordinate refreshments/snacks as requested by user groups Prepare/bake snacks in a timely fashion to ensure quality experience of guests 	50%
Kitchen Leadership <ul style="list-style-type: none"> Assists with recipe development, food testing, and daily menu planning to meet anticipated customer needs Provide leadership to food service staff when Food Service Manager/Head Chef is not available Assist Head Chef in in developing multiple menus to serve a variety of groups, ages, and requirements. Lead the food service team during assigned shifts to efficiently prepare meals. 	30%

<ul style="list-style-type: none"> • Organize assigned shifts for productive flow of meal preparation, service and clean- up. • Train and supervise all staff when Food Service Manager/Head Chef is not available. • Train staff how to prepare new recipes and safe use of kitchen equipment to perform their duties. • Mentor Student Staff • Develop shift "to-do" lists to maximize productive workflow when leading shift • Plan and discuss all baking/cooking needs with Head Chef as part of weekly planning. • Ensure procedures are being adhered to by all dining staff and student workers. • Assist Head Chef in food orders, as needed 	
<p>Customer Service</p> <ul style="list-style-type: none"> • Greets customers, answers questions, and provides information regarding food preparation and associated activities 	20%
<p>Qualifications – Knowledge, Skills, and Abilities:</p>	
<p>Required Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Culinary Training -Associate Degree or equivalent from an accredited school. • Minimum of 3 years of demonstrated success in commercial food service. <p>Preferred Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> • Large group (at least 100 guests) food service experience. • Experience in upscale meal preparation and presentation. • Experience in employee training and supervision. • Experience in food purchasing and inventory. 	

<p>Physical Effort/Demands:</p> <ul style="list-style-type: none"> • 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
<p>Equipment Operated:</p> <ul style="list-style-type: none"> • Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices
<p>Working Environment:</p> <p>The noise level in the work environment is usually quiet.</p>

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