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<th>Internal/External</th>
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<tr>
<td>Position Title</td>
<td>Executive Chef</td>
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<tr>
<td>TTC Title and Code</td>
<td>Executive Chef (DS005)</td>
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Principal Work Location: UW-Stevens Point Main Campus, Debot Center

**Supervisor:** Marty Kalepp, Assistant Director

### Department
Dining and Summer Conferences

Dining and Summer Conferences (DSC) is a department within the Student Affairs Division and closely linked with the University Centers and Residential Living. DSC is under the direction of the Vice Chancellor of Student Affairs. DSC operates a comprehensive collegiate food service program delivering high quality, contemporary and innovative culinary services to meet the various needs of students, faculty, staff, and visitors. The department provides a resident dining program for approximately 1,800+ meal plan participants as well as a retail food court, convenience store, coffee shops, and full-service catering for the campus community of approximately 9,000 students and faculty/staff/visitors.

### Department Description
DSC’s Mission: As a student focused organization, Dining and Summer Conferences enhances the educational experience by creating sustainable meals and nourishing a diverse community.

DSC’s Vision: Dining and Summer Conferences seeks to bring diversity to the table through engaging the campus community with innovative hospitality.

Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit [www.joinuwsp.org](http://www.joinuwsp.org) for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit [www.EverythingPointsHere.com](http://www.EverythingPointsHere.com).

### Position Summary
This position will supervise the DSC Chefs and culinary teams in daily operations, providing training and development for both full time and student staff. The Executive Chef will work cooperatively with all units under Dining and Summer Conferences and serve as a member of the management team for DSC. The Executive Chef is responsible for menu development, food production and presentation as well as overall kitchen management for Dining and Summer Conferences. This position will play a key role in maintaining the financial viability of Dining and Summer Conferences through food cost control, labor cost control, smallwares procurement and working closely with the UWSP Purchasing Department. The Executive Chef works in collaboration with the DSC management team and the culinary team to achieve these responsibilities. Exceptional customer satisfaction is the daily expectation within Dining facilities.
The Executive Chef is designated as the department authority in the absence of the Assistant Director of DSC and will be responsible for managing the department in the absence of the Assistant Director in collaboration with the Director of Housing and Residential Life.

Required Qualifications

- Minimum 3 years supervisory experience
- Minimum 3 years of professional experience in a university dining program
- Minimum 10 years of culinary work experience
- Proven experience with production and kitchen management; forecasting, menu development and costing, purchasing
- Supervisory skills to include interviewing, hiring, training, supervising, disciplining, reviews, terminations
- Demonstrated experience with computerized menu management program for ordering, inventory, forecasting, production records, recipes, etc.
- Commitment to working with and serving a diverse population
- ServSafe certified
- Commitment to working toward sustainability and local purchasing goals as much as possible
- Computer proficiency in Micro Soft Office to include excel, word, and outlook
- Software menu management program experience
- Ability to drive a state vehicle

Preferred Qualifications

- CBORD menu management experience
- Food vendor bid experience
- Formal culinary training and or degree

How To Apply

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.

Anticipated Appointment Date

August 10, 2022

Terms of Employment

This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.

UW Stevens Point provides a competitive benefits package including monthly premiums starting at $32, deductibles starting at $250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.

Deadline

To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on July 13, 2022. However, screening may continue until the needs of the recruitment are met.

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:
- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references

(Official Transcripts may be required of finalist)
Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

For additional information regarding the position, please call or email:
Marshall Lee, Chair, Search and Screen Committee
Email: mlee@uwsp.edu
Phone: 715-346-7695

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email:
Human Resources
Email: human.resources@uwsp.edu
Phone: 715-346-2606

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at https://www3.uwsp.edu/dos/clery/Pages/default.aspx

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

*PTO offering prorated based on start date and hours worked.