Position Description

<table>
<thead>
<tr>
<th>Classification Title:</th>
<th>Executive Chef</th>
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<tbody>
<tr>
<td>Working Title:</td>
<td>Executive Chef</td>
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<tr>
<td>Supervisor’s Working Title:</td>
<td>Director of Dining</td>
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<tr>
<td>Hours/Shift:</td>
<td>Salaried/Exempt</td>
</tr>
<tr>
<td>Department:</td>
<td>Dining</td>
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<tr>
<td>Supervisory Position:</td>
<td>Yes  No</td>
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<tr>
<td>Employee Category:</td>
<td>Academic Staff</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt  Non-exempt</td>
</tr>
<tr>
<td>Date Created/Updated:</td>
<td>6/23/2022</td>
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<tr>
<td>Position of Trust:</td>
<td>Yes  No</td>
</tr>
<tr>
<td>(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)</td>
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<tr>
<td>Position of Trust with Access to Vulnerable Populations:</td>
<td>Yes  No</td>
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<tr>
<td>(Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are not enrolled or accepted for enrollment at a UW System Institution, and medical patients)</td>
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Position Summary

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, small wares 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.

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 designated as the department authority in the absence of the Director of DSC and will be responsible for managing the department in the absence of the Director in collaboration with the Vice Chancellor of Student Affairs.
Primary Responsibilities:  

<table>
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<th>% of Time Spent</th>
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<tr>
<td>75%</td>
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A. Develop and maintain a high-quality dining program that ensures timely preparation and service of quality food utilizing appropriate presentation techniques.

- Develop menus for retail, catering and residential dining operations that reflect current customer preferences and trends for all markets and meet the financial goals for the operations.
- Utilize technology including the CBORD food management system to ensure efficient purchasing and food distribution, menu management and accurate financial and inventory systems.
- Ensure staff is properly trained in food safety and handling, equipment use, production skills and quality standards through the development and active use of training programs and daily supervision.
- Supervise, lead, direct, train, evaluate, discipline kitchen production staff in cooperation with the management teams for Retail Dining, Residential Dining, Catering and the C-Store Marketplace.
- Responsible for the hiring process for key culinary positions within DSC—hiring authority role, active member of the recruiting/hiring/onboarding process for culinary team members.
- Assist in the development of bid documents for food contracts with an emphasis on local and sustainable products when available and financially sound. Provide feedback on vendor performance throughout the bid period.
- Assist in the development, planning, execution and supervision of special events within Dining to remain relevant with peer NACUFS institutions and enter in annual contest.
- Supervise the Inventory Control Clerk; verify proper receiving, inventory, issuing and delivering of food to all DSC locations is meeting established standards for food safety.
Serve as a member of the Management Team for Dining and Summer Conferences

- Involvement with budget for DSC operations, creation of cost-effective menus to meet financial goals. Assist in setting pricing structure and meal plan design to attain financial goals.
- Make recommendations on facility and equipment needs utilizing customer and industry trends and staff input.
- Assist and/or work in other units within DSC as the needs arise, providing direct supervision and guidance to staff when required.
- Participate in the planning, presentation and coordination of staff training, development and evaluation.
- Assist with the Student Leadership Team; serve as a mentor
- Provide educational opportunities to internal and external stakeholders including but not limited to display cooking, Chef’s dinners, shadowing, internships
- Serve as a department liaison to internal and external stakeholder groups proving organizational information and representing the interests of the department.

Miscellaneous Duties

- Serve as a liaison to the university academic programs related to food production, menu management, food safety and food presentation skills
- Serve as resource to university food service operations that are not part of DSC.
- Represent the department on university committees as needed.
- Collaborate regularly with Residential Living staff and University Centers staff to expand working knowledge of UWSP and team building
- Incorporate other departments within Student Affairs in DSC events and promotions to facilitate networking between departments
- Other duties as assigned.

Qualifications – Knowledge, Skills, and Abilities:

**Required Knowledge, Skills, and Abilities**

- 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 Knowledge, Skills, and Abilities
• CBORD menu management experience
• Food vendor bid experience
• Formal culinary training and or degree

Physical Effort/Demands:
• Sitting
• Standing
• Walking
• Lifting your arms above your head to reach high, possibly difficult, areas
• Kneeling
• Squatting
• Stooping
• Frequently lift 1 – 50 pounds
• Occasionally lift 75 pounds

Equipment Operated:
• Various computer systems and/or software, Microsoft office, quantity food production equipment to include but not be limited to: Combi ovens, ovens, tilt skillets, steam kettles, pizza oven, grilles, fryers, bakery oven, dish machines, steam tables, soft serve machine, beverage dispensers, steamers, hot boxes, display cooking equipment,

Working Environment:
The noise level in the work environment is usually that of a commercial kitchen and college dining hall.

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