

Spec. Code: 0730
Occ. Area: 10
Work Area: 380
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 05/15/19
Last Action Rev.

FOOD SERVICE CHEF

Function of Job

Working in conjunction with and under the direction of the food service dietitian and food service director, assists in the development and coordination of recipes, menus, and production staff development programs for the food service of a university residence hall.

Characteristic Duties and Responsibilities

A Food Service Chef typically

1. organizes weekly work schedules and coordinates the work of cooks/culinary workers and other kitchen employees; tests and reviews recipes for food cost, palatability, and appearance;
2. standardizes recipes used in the preparation of menu items; investigates and develops new recipes; revises standardized recipes to incorporate new products or new procedures; prepares detailed preparation instructions, portion-size recommendations, and yield determinations; maintains computerized food production recipe files under the direction of the dietitian or applicable authority;
3. plans and conducts training programs for food production with culinary staff in order to maintain quality standards and ensure conformity to prescribed menus; coordinates activities involving students in training; instructs culinary workers in the preparation, cooking, garnishing, and/or presentation of food;
4. tests and evaluates food products and equipment for use in food service programs and makes recommendations regarding layout and design;
5. inspects supplies, equipment, and/or work areas to ensure conformance to established standards and reports faults to the food service business manager;
6. participates in meal services for the purpose of evaluating quality and quantity control, correct presentation, and overall menu appeal;
7. coordinates and participates in the preparation and presentation of special events or caters meal services as requested by the food services director;
8. prepares reports as requested;

9. interviews applicants, offers recommendations for staffing levels and hiring; evaluates job performance;
10. monitors sanitation practices to ensure that employees follow standards and regulations; ensures proper labeling and record keeping;
11. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any combination totaling **two (2) years (24 months)** from the following categories:
 - a. college course work in the culinary arts field
 - b. vocational training in the culinary arts field (such as an apprenticeship that provided preparation similar to that identified in a.)
 - 60 semester hours/Associate's degree/apprenticeship equals two (2) years (24 months)
 - 90 semester hours equals three (3) years (36 months)
 - 120 semester hours/Bachelor's degree equals four (4) years (48 months)
 - c. skilled work experience (such as an Assistant Chef or Culinary Worker IV) in large-scale cooking in a variety of food areas (meats, baking, desserts, salads, sauces, etc.) and in a variety of international cuisines (European, American, Asian, etc.) that provided a knowledge of food science, food service management, food sanitation, and the culinary arts and their practice equivalent to that provided in the programs identified in a or b.
2. **Five (5) years (60 months)** of progressively broader and more responsible work experience in food production in addition to the training/experience listed in #1. The experience must have included work in a variety of cuisines, quality standards, cost controls, recipe development, catering, and food styling with a minimum of **one (1) year (12 months)** of supervisory experience. **Two (2) years (24 months)** of this experience must have been as a chef in a commercial or institutional operation.
3. If required by the institution AND the position, proof within the six-month probationary period of an American National Standards Institute (ANSI) accredited Certified Food Protection Manager (CFPM) or per PA 100-0194 and/or PA 100-0954, a valid Illinois Food Service Sanitation Manager Certification (FSSMC).

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of techniques used in the safe and sanitary handling of food.

2. Knowledge of materials and methods needed in the preparation of food on a large scale.
3. Knowledge of culinary terminology.
4. Knowledge of food cost and labor cost procedures.
5. Knowledge of menu planning.
6. Knowledge of automated menu and inventory management systems.
7. Knowledge of the use, care, and layout of kitchen equipment.
8. Knowledge of catering set-up procedures.
9. Skill in workplace interpersonal relations and communication; customer service skills.
10. Skill in verbal and written communication.
11. Skill in effective leadership.
12. Skill in organizing work assignments, managing multiple tasks, and responding quickly and effectively to challenges.
13. Ability to develop and test recipes and/or techniques for food preparation/presentation.
14. Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
15. Ability to coordinate quality assurance programs in area of specialty.
16. Ability to be flexible.

⁴In substituting other vocational training and/or work experience for the educational programs cited above, it is recommended that, in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's experience and/or training be accomplished through the cooperative efforts of the personnel office and an experienced food service professional in a manner that will preserve the applicant's anonymity.