

JOB DESCRIPTION

HR Section:			
Job Code/FLSA:	101472 / Non-exempt	Market Classification Title:	Chef

Manager Section:	
Working Title (Title in MCommunity/Business Card):	Sous Chef
Report To Supervisor Name, Working Title:	General Manager
Department Name:	Michigan Dining
Work Schedule and Time:	Varies from Unit to Unit
Mode of Work (Onsite, Hybrid, Mobile/Remote Days):	Onsite
Primary Work Locations When Onsite:	Ann Arbor Campus

Department Summary:

Michigan Dining comprises nineteen on-campus cafés and markets, nine residential dining halls, Michigan Bakeshop, and the Michigan Catering unit. Our 500 full-time and 1,300 student employees are committed to creative, healthy, and nutritious foods, international cuisines, and sustainability throughout all dining operations.

Position Summary:

The elements of this position include food quality, cost management, procurement, safety, sanitation and staff development. Leads and monitors food and beverage preparation and services. Provides functional supervision of all food service staff. Works through communication and behavior to foster an inclusive workplace. In large units, is a supportive team member supporting Unit Executive Chef. In smaller units is the Lead culinary person, developing menus overseeing production working collaboratively with the management team.

Position Responsibilities:

Supervision (50%)

- Exercises functional supervision over Chef Assistants, Cooks, Bakers and other food service staff including student employees engaged in culinary operations.
- Assigns food service personnel to specific duties and directs food preparation and activities in a manner that utilizes their culinary skills.
- Gives specific instructions in the preparation and cooking of menu items and observes activities in the kitchen to determine that food is prepared in a proper manner and waste is minimized.
- Oversee service and sanitation of operation.
- Establishes and conducts training programs for unit personnel and assists the Executive Chef in all training programs.
- Is current, fluent, and ensures use of CBORD Foodservice Suite (FSS) to manage inventory, purchasing, production, service records, recipes, menus and cost to ensure the most efficient use of labor and goods.
- Plans, coordinates, executes and manages special events. Is current, fluent, and ensures use of CBORD Eventmaster to manage event operations and billing accuracy.
- Models behavior that fosters an inclusive workplace. Establish an environment of team and individual accountability.
- Assist in setting labor standards for high-quality, efficient customer service

Food Quality & Guest Experience (30%)

- Oversees food preparation, presentation, portioning and service.
- Recommends changes in cooking methods and adherence to recipes to ensure the quality of food service, taste and service of the food.
- Examines food, vegetables, meats and supplies received to assure quality, freshness and appearance.
- Monitors inventory levels, orders food and supplies to ensure that sufficient quantity of menued items are available for the number of customers serve.
- Works in conjunction with the Executive Chef to improve and standardize recipes.
- Assists in developing projects and strategies to enhance the dining experience for students.

- Meets with students, student groups and students with special dietary needs to ensure that their dining requirements and expectations are met or exceeded.
- Serves as a member of the unit and departmental leadership team and collaborates on program enhancements.
- Strives to improve and streamline departmental operations through the continuous assessment of policies and procedures, work processes and program effectiveness/value.
- Participates in administrative staff meetings in order to assist in long-range unit planning activities.
- Participates in professional organizations, conferences and training activities, representing the department as required or assigned.

Sanitation & Safety (10%)

- Continually maintains and trains the staff on food and physical safety practices and procedures.
- Administers health and safety standards in compliance with university, state and federal codes regulations.
- Demonstrates and enforces Hazardous Analysis of Critical Control Points (HACCP) principles to include the supervision and maintenance of the sanitary conditions of food storage, production, serving and other front/back of the house areas.
- Ensures that all service equipment is operational and handled safely, reporting mechanical issues to initiate repairs.
- Monitors and trains staff in safe allergen practices at all stages of food production and service.
- Is current and fluent in the use of the temperature tracking system to monitor equipment and food temperatures.
- Ensures that ingredient, allergen and trait information is accurate; oversees signage including food item identifiers, menus, nutrition and allergens.

Financial and Procurement Operations (10%)

- Assist in reviewing and maintaining food and labor cost with management team.
- Only purchases approved products through the approved strategic vendors.
- Contributes directly to the departmental financial goals through effective use of forecast data, proper scheduling, and responding to volume and market price fluctuations.
- Assists in the management of food, kitchen supplies, equipment purchases, maintenance and inventory.

Other duties as assigned.

Position Responsibilities Criteria:

- Experience and comprehensive knowledge of culinary techniques, menu planning, recipe and menu development, dining trends, food ordering, budget management, use of general and commercial kitchen equipment, preparation, presentation, and supervision of kitchen personnel.
- Demonstrated knowledge of regional, international and ethnic cuisines.
- Outstanding ability to lead, train, develop, supervise and motivate a team.
- Strong oral and written communication and customer service skills.

Required Qualifications:

- Degree in Culinary Arts from an accredited culinary school or apprenticeship program and/or equivalent experience.
- Minimum of three years of progressively responsible experience as a chef in a high volume, high quality operation with a variety of concepts.
- Knowledge of basic computer applications such as word processing, spreadsheet, email and the Internet; and ability to use CBORD Food Service Suite modules or a similar menu management system.
- ServSafe and HACCP certified within 60 days from date of hire as a condition of employment. If the certification is not acquired during the 60-day period, employment will be terminated. Certification must be maintained as a condition of employment.
- American Culinary Federation certification at the Certified Sous Chef® (CSC®) level must be obtained within two years from date of hire. If the certification is not acquired within two years, employment will be terminated. Certification must be maintained as a condition of continued employment.

Desired Qualifications:

- Bachelor's degree in hospitality management or related field desired.
- Previous experience as an Executive Chef desired.
- College/university food service experience desired.

Working Conditions:

- The Sous Chef is classified as a “critical employee” and will be expected to be on site during any emergency closure of the University.
- Ability to work a flexible schedule with variable weekday hours, some weekends and holidays required.
- Must have a current Driver’s License issued within the United States, Canada or an International License that is translated into English and successfully complete the Motor Vehicle Record Check in accordance with the University of Michigan policy.

Physical Requirements:

Able to stand and walk for extended periods of time while preparing food; lift and transport objects weighing 25 -30 lbs and move quickly throughout the kitchen and dining hall as needed.

Direct Reports:

Not applicable.

Approved by:	Steve Mangan, Senior Director Michigan Dining
Date approved:	11/26/18
Reviewed By:	11/26/18 Erich Geiger

Note: Job descriptions should be reviewed annually and updated as often as necessary.