

Family: Food and Retail Services

Level: AM4

Position Profile Title: Manager 1-Chef de Cuisine

Salary Grade	Minimum	Midpoint	Maximum
5	\$51,072	\$68,988	\$86,904

PROFILE SUMMARY:

Positions in this job profile manage the day to day operations of retail food and grocery operations with a specialized background of Chef de Cuisine. They contribute to the development of the budget and are accountable for managing the budget. Responsible for developing marketing strategies, ensuring brand compliance, and directing the activities of direct reports.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristics of the Manager 1-Chef de Cuisine profile is the responsibility for the day-to-day operations of food service concept. Positions provide culinary expertise to manage personnel, food production, and menu development for a food service concept.

PRIMARY POSITION RESPONSIBILITIES:

1. Provides operational level management of the day-to-day functions, including oversight of food preparation, menu development and implementation, inventory management, and vendor communication and management.
2. Utilizes current culinary techniques in production, presentation, and service to assure quality and safety.
3. Assists in short and long range planning and implementation of new or revised concepts, menus, and methods of conducting business.
4. Ensures compliance with university policy, federal and state regulations, industry standards, and contractual agreements.
5. Manages functional unit budget with an emphasis on food and labor costs and keeps leaders informed of fiscal needs and results.
6. Develops and implements processes for effective and efficient workflow and adherence to safety and quality standards.
7. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of employees and provide for training provisions.
8. Develops, implements, and provides mentoring and training opportunities for staff.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; your job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Functions across the University
- Department
- Direct team
- Students/Parents
- Vendors/Suppliers/Contractors

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ACCOUNTABILITY:

Results are defined by senior management and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Supervises work of classified or unclassified employees and students, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. Is responsible for hiring, terminating, mentoring, training, and developing, reviewing performance and administering corrective action for staff.

Monitors, informs, reports, reconciles within budgets.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas, or collaborate with vendors.
- Resolve conflict, negotiate, or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain internal and external relationships with key contacts to enhance workflow and work quality.

Collaborates and interacts within Dept/Unit to:

- Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:

Bachelor's degree with focus on culinary management or related area, or equivalent combination of education and experience.

3 years of management experience in the restaurant industry with supervisory and culinary experience.

May require certification or licensure.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.