



Job Description

Chef

FLSA Classification

Exempt or Non-Exempt*

Reports to

House Director

Date

Revised: September 16, 2016

Summary

This position is responsible for preparing and cooking meals for the sorority members and guests. The Chef is responsible for the day-to-day maintenance, operation, and food service of the Chapter House, and to ensure that the Chapter House kitchen is orderly and clean at all times. The Chef shall perform his/her duties diligently with direction from the House Director and consult at any time with House Director for guidance and assistance in executing the duties.

Essential Functions

- Attends any meetings with the Chapter President, Chapter Director of House Management, and the House Director in planning of special events and/or menu adjustments
- Collaborates with the House Director in menu planning for daily meals and special events
- Provides weekly menus in advance to the House Director for posting
- Prepares various meals on assigned days. Also prepares formal chapter dinners for all members.
- Prepares nutritious, well-balanced, with appealing presentation and in accordance with proper food care and storage
- Works with the busboys/hashers' and provides specific feedback on the hashers' to the House Director
- Purchases breakfast foods for live-in members which are set out by the House Director for self service
- Purchases/orders food and ensure that all food purchases stay within the Chapter food budget as established by the Collegiate Vice President of Finance while partnering with the House Director. Any food items purchased from local grocery stores must be purchased with store gift cards provided by the Vice President of Finance and backed up with receipts submitted at least bi-weekly
- Observes all sanitation regulations regarding food handling and storage
- Maintains daily the kitchen, cooking, and pantry areas including the cleanliness of refrigerators, freezers, storage areas, stoves, equipment, utensils, sinks, counters, cupboards, and floors
- Takes inventory of all equipment, dishes and food products
- Notifies the House Director of need for any major cleaning, repair(s) and maintenance
- Prohibits loitering in the kitchen and unauthorized use of keys and food items
- Adheres to campus, House Corporation Board, and chapter policies and rules

Competencies - key performance indicators to be successful in this position include:

- **Time Management/Decision Making:** Effectively and efficiently manages time and prioritizes tasks.
- **Customer Focus:** Meets the expectations and requirements of the residents.
- **Creativity:** Implements new ideas for meals, food preparation and other kitchen duties.
- **Interpersonal Skills:** Relates well to others and builds rapport with residents, guests and vendors.
- **Understanding/Directing Others:** Provides clear direction to kitchen staff on expectations.

Supervisory Responsibility

This position may have supervisory responsibilities.

Work Environment

This job operates in a kitchen environment, housed with equipment such as an oven, stove, dishwasher, slicer, coffee machine, steamer, mixer and knives. The employee is frequently exposed to heat, steam, fire, noise and other hazards.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally required to sit, stand, reach, lift, bend, kneel, stoop, climb, push and pull items weighing 75 pounds or less. The position requires manual dexterity; auditory and visual skills; and the ability to follow written and oral instructions and procedures.

Position Type/Expected Hours of Work

The position is full-time or part-time.

Travel

No travel is expected for this position.

Required Education and Experience

High school diploma or equivalent; Further culinary education desired. Valid and current ServSafe certification required.

Preferred Education and Experience

Previous employment in a commercial kitchen or restaurant.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*According to the Fair Labor Standards Act (FLSA) of 2016, exempt status means that the position regularly exercises discretion and independent judgement with respect to matters of significance and receives \$913 per week. However, per the FLSA salary basis test, if the House Corporation does not pay \$913 per week, the position is reclassified as non-exempt.

Signatures

This job description has been approved by all levels of management:

House Director: _____

Employment Committee Chair/House Corporation President: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____