

## Classified Position Description

### Position Status:

Working Title		Position Number
Cook 1		E66636
Classification Title		Classification #
Cook 1		9116
Position Type (FT/PT / Limited Duration)	Regular / Academic Year / Seasonal / Intermittent	FLSA Status
FT	Regular	Non-Exempt
Work Location	Department / Division	
Monmouth- Polk	Campus Dining	
Reports to	Reports to Position Number	
Assistant Manager/Sous Chef	E99459	
Incumbent	University ID #	
TBD		

### Program Information:

<p>A. Describe the general program in which this position exists. Include program purpose, size, scope and relationship to the University's mission.</p> <p>Student Affairs leads the recruitment, retention, and student development efforts of Western Oregon University. Committed to a quality educational experience, the Division offers programs and services designed to enhance students' personal and professional growth within a diverse learning community. The Division implements these programs and services through educational partnerships by providing opportunities for students to acquire the knowledge and skills to become educated citizens. Campus Dining provides food service to the campus and is dedicated to its customers' satisfaction.</p> <p>Campus Dining provides quality foodservice to the Western Campus. Valets Food Court serves approximately 2,300 meals daily to primarily students living in the Residence Halls. Service includes à la carte, buffet conference meals and some catered meals. Residential Dining Services employs 15 permanent positions and 90 part-time student positions and operates on a budget of \$2,960,000 annually. Retail Dining provides catering Services and retail options for customers.</p>
<p>B. Describe the purpose of this position and how it functions within this program.</p> <p>Provide skilled labor and skilled cooking/production for Dining Service and support for WOU Services. Demonstrates good leadership and communication skills. Follow and uphold department policies and standards Responsible for menu items prepared "made to order"; clean up, set-up and stocking of the Areas as needed. Monitors students in all areas of Service and Production to ensure that standardized recipes in addition, insure that sanitary production and serving methods are followed at all service locations. Helps Train lower class and Students in production and areas needed. Flexible/Irregular Schedule dependent on business needs, Maybe Interruption of work -Academic break or in circumstances lack of business.</p>

**Position Information and Qualifications:**

A. Description of Duties/Responsibilities – List the major duties assigned to the position. Note percentage of time each listed duty is performed to total 100%. Indicate “E” = Essential, “R” = Revised	
Percent of Time	Duties
75% ER	<ul style="list-style-type: none"> <li>● Performs production related tasks for Operation. This may include but, is not limited to the use of the Flat-Top Grill, Char-broiler, Deep Fat Fryer, Ovens, Mixers, and Steamer. Foods will be prepared in large volume and also “cooked to order”.</li> <li>● Responsible for following and completing daily shift opening and closing procedures.</li> <li>● Works independently, menu items according to standardized recipes and production methods.</li> <li>● Sets up areas needed for meal-service and prepares menu items according to standardized recipes.</li> <li>● Follows department standards for holding menu items. Maintains food quality by “Batch Cooking”. Responsible for monitoring and maintaining foods at proper serving temperature.</li> <li>● Perishable foods used for menu items in the grill must be kept cold, 40 F. Cook all foods to correct internal temperature and monitors internal temperature of food items throughout meal service. Make sure all foods are prepped as needed and done correctly and the end product meets our quality standard.</li> <li>● Make sure equipment and area is clean and food is stored correctly.</li> <li>● Responsible for reading and preparing catering orders as needed. Working in catering as needed.</li> <li>● Responsible for safe food handling, to include safe hot and cold holding and storing temperatures for food, sanitary production area, and personal hygiene of self and student employees.</li> <li>● Responsible for keeping Dual Sanitation Buckets for Wiping Cloths.</li> <li>● Wiping Cloths for raw animal foods are to be kept separate from cloths used for other foods. Trains student employees in regards to proper equipment use, cooking techniques, correct portion control, customer service, and correct safety and sanitation procedures. Reminds students to wash their hands after handling raw meat. Stocks and rotates meats and other items used to insure quality. Leaves are stocked to standardized Par-Level for next shift.</li> </ul>
25% ER	<ul style="list-style-type: none"> <li>● Provide good customer service and help to train student workers in providing good customer service.</li> <li>● Works as a team with co-workers and student supervisor. Assist supervisor on the floor when needed.</li> <li>● Direct student employees as needed to utilize time during slow periods.</li> <li>● Coordinate with management on student employee problems or issues.</li> <li>● Checks all work areas are cleaned, employees have left the building and all doors are secure.</li> <li>● Ensures that all menu items are available for customers to order in areas worked. Change in cooking procedures, recipes or service must be approved by management.</li> <li>● Maintains clean serving area throughout meal period. Responsible for nightly cleaning of area during and at the end of meal period. Including but not limited to Flat Top Grill, Burn-off Char- Broiler, Food Drawers, Cooler/Freezers, ovens, pizza oven, fryers, shelves, counters, sinks.</li> </ul>

	<ul style="list-style-type: none"> <li>● Participates in the cleanup of serving areas, dining rooms and dish room following a meal as needed.</li> <li>● All items unused returned to proper areas. Taking care of unused food items at end of shift-freezing, composting or reutilizing in other areas</li> <li>● Uses a washing machine to clean and sanitize pots, pans, dishes and utensils. Assures sanitary procedures are followed.</li> <li>● Performs daily maintenance cleaning of equipment and “deep cleans” during slack periods.</li> <li>● Assigns students cleaning jobs in areas as needed during slack times.</li> <li>● Assists Supervisor making sure all work areas are clean, equipment off and all doors locked at end of Shift.</li> <li>● Responsible for learning all duties Cook 2so as to effectively provided coverage in limited absence when needed.</li> <li>● Record in log book. Writes work orders when needed.</li> </ul>
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**Working Conditions:**

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.
<p>Required to work around hot fat, hot flat top griddle, hot char-broiler, hot ovens, hot steam, slippery floors and with commercial cleaning agents. Required to work in coolers of 34F to obtain food. Work standing on hard surfaces for prolonged periods of time. Requires routine lifting of below 25 lbs. 16-30 times per day and routine lifting of 30-40 lbs. and 50 lbs for short periods. Must operate commercial foodservice equipment. Required to work holidays when they fall on days the Dining open for business. There is a yearly interruption of work during Winter Break. School year work is mainly Sunday-Thursday with a 1/2-hour meal break. The schedule could change as the operation needs change. Required to work a flexible and irregular work schedule as needed. Uniform-Black Pants, Slip resistant Black rubber soled shoes. We provide a Chef Coat and Hat.</p>

**Guidelines:**

List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.
<ul style="list-style-type: none"> <li>● Oregon State Health Division Regulations on sanitation. (R) Must have valid food Handlers Card or SERV Safe Certification.</li> <li>● Dining Services Department policies and procedures to include proper safety procedures for foodservice.</li> <li>● January 2001, New Health Department Regulations—Dual hand washing required, wash hands at kitchen hand sink again at the grill. Separate sanitation buckets for towels used to clean counters and thermometers/towels used to clean up raw animal food.</li> </ul>
How are these guidelines used to perform the job?
<ul style="list-style-type: none"> <li>● Food quality and safety is maintained with proper holding procedures, using time and temperature guidelines.</li> <li>● Work performed in a safe environment for all employees and customers.</li> </ul>

### Work Contacts:

Who contacted	How (email / phone / etc. )	Purpose	How often?
X Faculty, Staff and Students	In Person	Customer Service	Daily
X Maintenance	In Person/Phone	Equipment repair and Maintenance	As Needed
X Office Personnel	In Person	Personnel Business	Weekly
X Student Supervisors	In Person	Supervise Student Employees	Daily
X Delivery Personnel	In Person	Receive Deliveries	As Needed

### Job Related Decision Making:

Describe the kinds of decisions likely to be made by this position. Indicate the effect of these decision where possible.
<ul style="list-style-type: none"><li>• Ensures quality and freshness of all grill items served. Determines when to prepare and when to discard items for service with minimal waste. Any waste leftover that can't be used should be recorded and composted. During supervision of student workers during shift.</li><li>• Decisions may include: prioritizing work assignments; approval of tasks completed in absence of Management or Supervisor. Decisions of whether or not quality standards are being met when a higher-level cook is not available to make concrete decisions. For example: substitutions, quantity to prepare to meet demand, discard products not safe or poor quality.</li><li>• Schedules break time to meet production deadlines; which may result in breaks being taken slightly off schedule. Two 15-minute breaks and one 30-minute meal break to be taken approximately every 2 hours. Breaks times cannot be combined and cannot be taken the last half-hour of the shift. Base majority of decisions on customer satisfaction.</li></ul>

### Review of work:

Who reviews the work of this position? (List classification title and position number). How often? Purpose of the review?
<ul style="list-style-type: none"><li>• Assistant Manager reviews this position formally with a written evaluation yearly. Oral reviews are given as needed.</li><li>• Work is reviewed daily on a visual basis regarding quality and quantity of food produced. Cook 2 gives informal feedback on work performance during work shifts.</li></ul>

**Additional Job-Related Information:**

Any other comments that would add to an understanding of this position
Must be Familiar with all major kitchen equipment this may include but is not limited to Flat Top Grill, Deep Fat Fryer, Char-Broiler and Steamer. General knowledge and understanding of all food production methods and procedures for cooking and baking. Ability to learn new techniques of production. Able to work well with other employees. Able to read and write English. Able to accept constructive criticism.
Special Requirements / Preferred Qualifications
<ul style="list-style-type: none"> <li>• Minimum 2 years cooking experience required.</li> <li>• Ability to supervise and train others in Grill production duties including maintaining food quality and sanitation standards.</li> <li>• Must be able to read, write and calculate simple math problems.</li> <li>• Knowledge of dry and liquid measuring units used in recipes.</li> <li>• Must be able to understand and follow standardized recipes.</li> <li>• Ability to act as a lead worker over student workers, to work harmoniously with co-workers and be able to meet daily meal time demands.</li> </ul>
Budget Authority: If this position has authority to commit agency operating money, indicate in what area, how much (annually) and type of funds:
N/A

**Acknowledgement:**

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date
Reviewer (VP / Director)	Reviewer Signature / Date
Appointing Authority (Human Resources)	Appointing Authority Signature / Date
Heather Mercer	

**HR USE ONLY:**

Received by	Date		
Position Class # (Ex. C0104)	Employee Class	Job Location	Appointment Percent
CUPA-HR# / Title	NOC Code	Category Code	SOC Code

Actions Taken	
	NBAPBUD / NBAPOSN
	NBAJOBS
	PEAFACT
	Electronically Filed