

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: SOUS CHEF

Reports To: Designated Supervisor

UW Job Code: 3077

UW Job Family: 39 - Food Service Professional

SOC Code: 35-1011

FLSA: Exempt

Pay Grade: 20

Date: 4-1-14

JOB PURPOSE:

Arrange and participate in activities of cooks and other workers engaged in preparing and cooking food. Supervise the culinary operations and training for a unit of Dining Services; serve as culinary advisor; plan, coordinate, execute, supervise and evaluate functions of culinary unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform food production and supervise staff/students in proper food production techniques, food safety, efficiency, portioning, and presentation.
- Assume responsibility for the kitchen in absence of lead Chef.
- Oversee food production for area, recipe adherence, customer requests, unit events, and quality assurance.
- Instruct cooking personnel on finer points of cooking and quality control standards.
- Assist in the interviewing, training, supervision and evaluation of staff within unit.
- Observe workers engaged in preparing, portioning, and garnishing foods to ensure that methods of cooking and garnishing and sizes of portions are as prescribed.

SUPPLEMENTAL FUNCTIONS:

- Perform other duties as assigned.
- Attend and participate in training and other professional development activity.
- Participate in performance-related goal setting and achievement to meet personal and organizational objectives and goals.
- Promote public relations with students, guests and University personnel.

COMPETENCIES:

- Attention to Detail
- Technical/Professional Knowledge
- Stress Tolerance
- Individual Leadership
- Quality Orientation
- Delegating Responsibility

MINIMUM QUALIFICATIONS:

Education: **Associates degree, accredited culinary training or 5 years supervisory experience in a culinary setting**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **Culinary certification preferred**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable federal, state and local codes, rules and regulations.
- Quantity food preparation procedures and practices.
- Standards of sanitization and cleanliness employed in handling food.
- Nutritional value, adaptabilities, and uses of various foods.
- Quality assurance, infection control, and environmental safety procedures.
- Mathematical calculations used in determining ingredient requirements for large product quantities.
- Equipment and supplies used in quantity food preparation and its care and operation.
- Occupational hazards and safety regulations and rules.
- Employee policies, procedures, and supervisory techniques.

Skills and Abilities to:

- Prepare quality food in large quantities according to prescribed guidelines.
- Instruct, train, evaluate, and oversee employees.
- Communicate and work well with others.
- Operate equipment and tools used in the food service industry.
- Enforce quality and sanitation standards, portion control and efficiency of a unit.
- Develop and test recipes and/or techniques for food preparation/presentation.
- Prepare work reports and correspondence.
- Meet prescribed deadlines through personal and unit organization.
- Move up to 50 pounds occasionally.
- Manage various food service aspects of a designated unit.
- Maintain favorable public relations.

WORKING CONDITIONS:

Standard kitchen and food service environments; regular exposure to noise, vapors, heat, hot surfaces, temperature changes, sharp knives and other kitchen tools, and fumes; occasional exposure to chemical and mechanical hazards.

DISTINGUISHING FEATURES:

Sous Chef: Performs and participates in activities of cooks and other workers engaged in preparing and cooking foodstuffs. Assumes responsibility for the kitchen in absence of Chef or Executive Chef by supervising workers engaged in preparing and portioning foods to ensure that methods of cooking and portioning as prescribed. Instructs cooking personnel in fine points of cooking.

Chef: Performs the duties all duties of Sous Chef and manage the culinary operations and training; serve as culinary advisor; plan, coordinate, execute, supervise and evaluate functions of culinary unit.

Executive Chef: Performs all the duties mentioned above and is responsible for recipe standardization, menu planning, product forecasting, designing food presentation aesthetics, planning and preparing special menu items, choosing menu designs and recommending meal price, and cost control.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.