

## Hospitality and Dining Services Job Function

### FD Culinary Professional II

Grade: 56

Job Code: Y1056P

Job Family: Culinary

Job Family Matrix: [Culinary Matrix](#)

#### Summary

Manage all aspects of a small to medium scale food production and special events preparation.

#### Typical Core Duties

- Ensure the preparation and presentation of high quality food in accordance with the established menu while meeting target meal costs
- Assist with monitoring menu and inventory management systems including, but not limited to: ensuring cost control and mitigation of loss prevention; completion of weekly inventory audits; maintenance of appropriate inventory levels based on menu needs, etc.
- Plan and manage the execution of catered indoor and outdoor events
- Assist with the management of the annual operational budget which includes, but is not limited to management of MORS, estimation and management of food and labor cost goals, etc.
- Prepare and maintain reports to improve processes; ensure all reporting is completed per University standards and all record-keeping is maintained in accordance with University policy
- Ensure kitchen equipment and related physical space (i.e.: dishwasher, ovens, refrigeration, exhaust and ventilation systems) is operational and in good repair; submit requests for repair if necessary
- Ensure compliance with University policies and procedures and applicable legal rules and regulations

#### Basic Qualifications

- Minimum of 2 years' relevant work experience

#### Additional Qualifications and Skills

- Knowledge of Microsoft Word, Excel and Outlook
- Strong communication (verbal, written, interpersonal) skills and an ability to communicate effectively with a diverse constituency
- Operational experience with industrial kitchen equipment (dishwasher, oven, ventilation systems, etc.)
- Operational experience with food service applications and computerized menu management systems

#### Certificates and Licenses

#### Physical Requirements

- Position frequently involves long hours and widely diverse duties
- Must be able to lift (approximately 20 to 30 pounds), bend, stoop and perform other physical exertion
- Ability to stand for extended periods of time

#### Working Conditions

- Ability to work evenings, weekends and holidays as needed
- Subject to wet floors, temperature extremes, and excessive noise
- Standing and walking for significant amounts of time is necessary