

Job Family Matrix

Job Function: Dining and Hospitality Services		Job Family: Culinary - Professional	
Job Family Summary: Perform or manage activities in a kitchen in venues where food is served on campus. Coordinate activity and food preparation with staff who assist in the kitchen and supervise the preparation of food for its seasoning, garnishing and presentation.			
Job Title: FD Culinary Professional II		Job Title: FD Culinary Professional III	
Job Code: Y1056P		Job Code: Y1057P	
Grade Level: 56Exemption: Exempt		Grade Level: 57Exemption: Exempt	
Effective/Revision Date: April 2021		Effective/Revision Date: April 2021	
Job Summary		Job Summary	
Manage all aspects of a small to medium scale food production and special events preparation.		Manage all aspects of a medium scale food production and special events preparation.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none">• 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		<ul style="list-style-type: none">• Manage the preparation and presentation of high quality food in accordance with the established menu while meeting target meal cost• Manage monitoring of the 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 complex catered indoor and outdoor events• Assist with the development and 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.• Develop and analyze reports and statistics for use in strategic planning• Ensure kitchen equipment and related physical space (i.e.: dishwasher, ovens, refrigeration, exhaust and ventilation systems) is operational and in good repair; may manage requests for repair if necessary• Ensure compliance with University policies and procedures and applicable legal rules and regulations	
		<ul style="list-style-type: none">• Manage the preparation and presentation of high quality food for large events in accordance with the established menu while meeting target meal cost• Implement and monitor 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 complex catered indoor and outdoor events• Assist with the development and 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.• Develop specialized reports to track trends; analyze data and make recommendations for use in strategic planning• Ensure kitchen equipment and related physical space (i.e.: dishwasher, ovens, refrigeration, exhaust and ventilation systems) is operational and in good repair; manage requests for repair if necessary• Ensure compliance with University policies and procedures and applicable legal rules and regulations	

Job Family Matrix

Basic Qualifications	Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none">Minimum of 2 years’ relevant work experience	<ul style="list-style-type: none">Bachelor’s degree or equivalent work experience requiredMinimum of 5 years’ relevant work experience	<ul style="list-style-type: none">Bachelor’s degree or equivalent work experience requiredMinimum of 7 years’ relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none">Knowledge of Microsoft Word, Excel and OutlookStrong communication (verbal, written, interpersonal) skills and an ability to communicate effectively with a diverse constituencyOperational experience with industrial kitchen equipment (dishwasher, oven, ventilation systems, etc.)Operational experience with food service applications and computerized menu management systems	<ul style="list-style-type: none">Knowledge of Microsoft Word, Excel and OutlookStrong communication (verbal, written, interpersonal) skills and an ability to communicate effectively with a diverse constituencyOperational experience with industrial kitchen equipment (dishwasher, oven, ventilation systems, etc.)Operational experience with food service applications and computerized menu management systems	<ul style="list-style-type: none">Knowledge of Microsoft Word, Excel and OutlookStrong communication (verbal, written, interpersonal) skills and an ability to communicate effectively with a diverse constituencyOperational experience with industrial kitchen equipment (dishwasher, oven, ventilation systems, etc.)Operational experience with food service applications and computerized menu management systems
Certificates and Licenses	Certificates and Licenses	Certificates and Licenses
Physical Requirements	Physical Requirements	Physical Requirements
<ul style="list-style-type: none">Position frequently involves long hours and widely diverse dutiesMust be able to lift (approximately 20 to 30 pounds), bend, stoop and perform other physical exertionAbility to stand for extended periods of time	<ul style="list-style-type: none">Position frequently involves long hours and widely diverse dutiesMust be able to lift (approximately 20 to 30 pounds), bend, stoop and perform other physical exertionAbility to stand for extended periods of time	<ul style="list-style-type: none">Position frequently involves long hours and widely diverse dutiesMust be able to lift (approximately 20 to 30 pounds), bend, stoop and perform other physical exertionAbility to stand for extended periods of time
Working Conditions	Working Conditions	Working Conditions
<ul style="list-style-type: none">Ability to work evenings, weekends and holidays as neededSubject to wet floors, temperature extremes, and excessive noiseStanding and walking for significant amounts of time is necessary	<ul style="list-style-type: none">Ability to work evenings, weekends and holidays as neededSubject to wet floors, temperature extremes, and excessive noiseStanding and walking for significant amounts of time is necessary	<ul style="list-style-type: none">Ability to work evenings, weekends and holidays as neededSubject to wet floors, temperature extremes, and excessive noiseStanding and walking for significant amounts of time is necessary

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Job Function: Dining and Hospitality Services	Job Family: Culinary - Professional
Job Family Summary: Perform or manage activities in a kitchen in venues where food is served on campus. Coordinate activity and food preparation with staff who assist in the kitchen and supervise the preparation of food for its seasoning, garnishing and presentation.	
Job Title: FD Culinary Professional V	Job Title: FD Culinary Professional VI
Job Code: Y1059P	Job Code: Y1060P
Grade Level: 59Exemption: Exempt	Grade Level: 60Exemption: Exempt
Effective/Revision Date: April 2021	Effective/Revision Date: April 2021
Job Summary	Job Summary
Lead all aspects of a medium to large scale, complex, or multi-unit food production and special events preparation.	Direct all aspects of a large-scale, complex, or multi-unit food production and special events preparation.
Typical Core Duties	Typical Core Duties
<ul style="list-style-type: none">Lead the preparation and presentation of high quality food for large and complex events in accordance with the established menu while meeting target meal costManage a robust inventory management program ensuring cost control and mitigation of loss prevention, manage a regular internal audit process and analyze data, investigate variation and instruct front-line management on appropriate corrective measuresPlan and lead the execution of complex catered indoor and outdoor eventsManage the annual operational budget which includes, but is not limited to management of MORS, estimation and management of food and labor cost goals, etc.Lead the development of specialized and ad hoc reports to track trendsEnsure kitchen equipment and related physical space (i.e.: dishwasher, ovens, refrigeration, exhaust and ventilation systems) is operational and in good repair; may manage vendor relationshipsEnsure compliance with University policies and procedures and applicable legal rules and regulations	<ul style="list-style-type: none">Direct the preparation and presentation of high quality food for large and complex events in accordance with the established menu while meeting target meal costImplement and direct a robust inventory management program ensuring cost control and mitigation of loss prevention, manage a regular internal audit process and analyze data, investigate variation and instruct front-line management on appropriate corrective measuresPlan and direct the execution of complex catered indoor and outdoor eventsDevelop and manage the annual operational budget which includes, but is not limited to management of MORS, estimation and management of food and labor cost goals, etc.Direct the development of specialized and ad hoc reports to track trends; implement changes to increase productivityEnsure kitchen equipment and related physical space (i.e.: dishwasher, ovens, refrigeration, exhaust and ventilation systems) is operational and in good repair; manage vendor relationshipsEnsure compliance with University policies and procedures and applicable legal rules and regulations

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Basic Qualifications	Basic Qualifications
<ul style="list-style-type: none">Bachelor's degree or equivalent work experience requiredMinimum of 8 years' relevant work experience	<ul style="list-style-type: none">Bachelor's degree or equivalent work experience requiredMinimum of 10 years' relevant work experience
Additional Qualifications and Skills	Additional Qualifications and Skills
<ul style="list-style-type: none">Knowledge of Microsoft Word, Outlook and ExcelStrong communication (verbal, written, interpersonal) skills and an ability to communicate effectively with a diverse constituencyOperational experience with industrial kitchen equipment (dishwasher, oven, ventilation systems, etc.)Operational experience with food service applications and computerized menu management systems	<ul style="list-style-type: none">Knowledge of Microsoft Word, Outlook and ExcelStrong communication (verbal, written, interpersonal) skills and an ability to communicate effectively with a diverse constituencyOperational experience with industrial kitchen equipment (dishwasher, oven, ventilation systems, etc.)Operational experience with food service applications and computerized menu management systems
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Job Family Matrix

Job Function: Dining and Hospitality Services		Job Family: Culinary – Management	
Job Family Summary: Perform or manage activities in a kitchen in venues where food is served on campus. Coordinate activity and food preparation with staff who assist in the kitchen and supervise the preparation of food for its seasoning, garnishing and presentation.			
Job Title: FD Culinary Mgt II		Job Title: FD Culinary Mgt III	
Job Code: Y1056M		Job Code: Y1057M	
Grade Level: 56Exemption: Exempt		Grade Level: 57Exemption: Exempt	
Effective/Revision Date: April 2021		Effective/Revision Date: April 2021	
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Manage all aspects of a small to medium scale food production and special events preparation.		Manage all aspects of a medium scale food production and special events preparation.	
Typical Core Duties		Typical Core Duties	
<ul style="list-style-type: none">Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environmentEnsure the preparation and presentation of high quality food in accordance with the established menu while meeting target meal costsAssist 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 eventsAssist 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 policyEnsure 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 necessaryEnsure compliance with University policies and procedures and applicable legal rules and regulations		<ul style="list-style-type: none">Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environmentManage the preparation and presentation of high quality food in accordance with the established menu while meeting target meal costManage monitoring of the 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 complex catered indoor and outdoor eventsAssist with the development and 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.Develop and analyze reports and statistics for use in strategic planningEnsure kitchen equipment and related physical space (i.e.: dishwasher, ovens, refrigeration, exhaust and ventilation systems) is operational and in good repair; may manage requests for repair if necessaryEnsure compliance with University policies and procedures and applicable legal rules and regulations	
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