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Position#: (PSA) (E)  
Developed by:SM;PLS  
Reviewed by:.SG;DLJ  
Approved by:.... LK  
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**UNIVERSITY OF RHODE ISLAND**

**Position Description**

**TITLE:** Chef Manager

**DIVISION:** Student Affairs (Dining Central Operations)

**REPORTS TO:** Director, Dining and Retail Food Services

**GRADE:** 10

**SUPERVISES:** Professional & Support Staff, Interns & Student Workers

**BASIC FUNCTION:**

Work with the Director to ensure the department's ongoing goal to improve and enhance food quality throughout the University's food services operations. Assist in menu planning and design and recipe development. Assist in developing and delivering food quality with ethnically diverse dynamic flavor profiles, sustainability, visual esthetic and nutritional content. Perform all duties in a fiscally responsible manner. Provide technical support to all Dining locations as directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Lead the culinary team and serve as a hands-on culinary mentor, model, and expert in the kitchen. Create, test and select recipes; standardize production recipes and establish presentation standards to ensure consistent quality. Ensure culinary offerings reflect quality, seasonality, variety and diversity. Review, recommend and modify, as appropriate, cycle & catering menus with service staff, culinary personnel and management team. Regularly solicit feedback from peers, customers, and staff. Regularly benchmark menus with other like programs. Develop and deliver innovative concepts that engage staff, students and clients.

Supervise/coordinate all related culinary activities. Review staffing needs with manager to maximize the productivity of the kitchen staff in conjunction with business forecasts and predetermined budgets. Actively train, evaluate, and manage the performance of culinary (kitchen) team members as needed. Provide and share culinary expertise in the form of cooking style, distinctive palate, ingredient knowledge and presentation.

Analyze market trends and remain current in regional, international, and ethnic cuisines.

Program standardized recipes into CBord FMS and generate reports for cost evaluation and purchasing requirements. Provide advice, guidance, direction and demonstrated personal commitment to ensuring that the appropriate staff are implementing all data into FSS to ensure accurate forecasting, recipes and production. Audit and validate that the system is being used in an optimal manner.

Provide expertise for themed or special events in dining locations for student residents.

Work with Dietician to facilitate the dietary plans of students with special dietary needs.

Regularly check in with students to be sure needs are being met.

Continually maintain and train staff in sanitary practices and procedures. Ensure compliance with all State Health Department and safety regulations, and enforce Hazard Analysis and Critical Control Points (HACCP) in all food storage, production, and service.

Work with Associate Administrator for Food Services Operations to develop procurement parameters for various food bids, including but not limited to dairy, meats, produce and groceries. Examine deliveries of food, vegetables, meats and supplies for quality and accuracy.

Exercise administrative supervision over principal cooks, senior cooks, cooks, cook's helpers, bakery supervisors, senior food service administrators, food service administrators, food service supervisors, senior food service aides and student employees engaged in culinary operations.

Participate in administrative staff meetings to assist in long-range departmental goals.

Ensure that all service equipment at the venue supported is operational and handled safely.

Conduct random and scheduled inventories.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Work closely with other University departments through committees or other community work as relates to the job.

Perform responsibilities of the support staff, if necessary.

Deliver product to any campus venue by State vehicle, if necessary.

Participate in professional organizations, conferences and training activities.

May be required to work nights, weekends and holidays as necessary.

Perform additional duties as required.

#### **LICENSES, TOOLS AND EQUIPMENT:**

Possess or obtain ServSafe certification or equivalent within first six months of employment; Valid driver's license.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions, but the following are encountered: refrigerators, freezers, outdoors in all seasons, working over grills, ovens, small cramped kitchens, hot kitchens, bending, stooping, lifting, repetitive motion in preparation and cooking of food.

**QUALIFICATIONS:**

**REQUIRED:** Associate's degree in Culinary Arts or Food Service Management; Demonstrated experience in college or university food service or fine dining establishment; Minimum of five years of progressive lead supervisory cooking experience (including two years in a high volume, fine dining food service environment); Demonstrated knowledge of computerized menu and recipe software; Demonstrated knowledge of domestic and cultural food preferences and world cuisines; Demonstrated strong verbal and written communication skills; Demonstrated proficiency in written communication skills; and, Demonstrated ability to work with diverse groups/populations. Must have ServSafe certification or equivalent or be able to obtain within first six months of employment. Must have a valid driver's license.

**PREFERRED:** Bachelor's degree with a minimum of two years of formal culinary training; Demonstrated experience in a college or university setting; Demonstrated experience with Farm-To-Table and/or Seat-To-Table; Demonstrated ability to work independently and as part of a team; Demonstrated ability to provide individual service at small social events; Demonstrated ability to manage service personnel, materials, and time constraints for large functions; and Demonstrated experience training culinary techniques to staff.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**