

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: EXECUTIVE CHEF

Reports To: Designated Supervisor

UW Job Code: 3992

UW Job Family: 39 - Food Service Professional

SOC Code: 35-1011

FLSA: Exempt

Pay Grade: 24

Date: 4-1-95 (revised 7-1-02; 4-14-03; 8-1-03; 7-1-04; 5-1-21)

JOB PURPOSE:

Responsible for catering services within the Food Services department of the Division of Services & Auxiliary Enterprises which includes pickups to banquets for large audiences and includes supervision of support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the daily operational functions for the catering services area with discretionary authority.
- Supervise support staff, make hiring recommendations, train, evaluate, counsel, and assist appointing authority in discipline process.
- Interface with customers and plan events including quality presentation, as well as develop and write menus.
- Develop training program and train all production staff.
- Test new recipes and revise to accommodate department requirements.
- Supervise lunch food production in an assigned area such as the Faculty/Staff Dining Room.
- Assist with budgetary issues including monitoring expenditures, purchasing supplies and inventory; identifying and implementing cost control measures.

SUPPLEMENTAL FUNCTIONS:

- May act in an advisory role to the University and Food Service Purchasing departments.
- Review and update catering manual annually.
- Maintain production records; update computer information on cost of recipes.

COMPETENCIES:

- Attention to Detail
- Developing Organizational Talent

- Service Orientation
- Innovation
- Adaptability
- Technical/Professional Knowledge

MINIMUM QUALIFICATIONS:

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **5 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Food production and quality management for a comparable-sized operation.
- Supplies, equipment, and/or services ordering and inventory control.
- Applicable federal, state and local codes, rules and regulations.
- Quantity food preparation, services, procedures, and practices.
- Nutritional value, adaptabilities, and uses of various foods.
- Mathematical calculations used in determining the number of servings in a given amount of food.
- Planning and coordination of food production and service in a retail and/or institutional setting.
- Menu planning, recipe development, food preparation methods, payroll, event costing, inventory management and food ordering.
- Catering and banquet service supervision and management.
- Computerized menu management systems and electronic order entry systems.
- Alcoholic beverage service management.
- All cuisines including vegetarian, ethnic, and religious observations.
- Current culinary market/trends and creative food presentation.
- General accounting, budgeting, and financial procedures.

Skills and Abilities to:

- Manage budgets and plan price assessments.
- Manage time to meet project/event deadlines.
- Lift 50 to 100+ pounds regularly.
- Plan work schedules and assign duties.
- Plan a variety of menus.
- Coordinate quality assurance programs in area of specialty.
- Cook and prepare a variety of foods.
- Communicate effectively, both verbally and in writing.
- Foster a cooperative work environment.

- Work a flexible schedule including days, evenings and weekends with varying days off to support a seven-day-a-week dining operation.
- Use personal computers and basic software applications including spreadsheet and word processing applications.
- Organize and present to a variety of constituencies.

WORKING CONDITIONS:

Food production and kitchen areas; regular exposure to fumes and heat conditions of kitchen atmosphere and mechanical hazards from kitchen equipment such as slicers and mixers; and occasional electrical shock hazards from kitchen or computer equipment.

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.