

WESTERN MICHIGAN UNIVERSITY

TITLE: Utility Person – My Pantry - Valley Dining Center

GRADE: F-3

FUNCTIONS:

This position is responsible for proper set-up, operation, cooking and serving allergy-conscious and other ingredient-controlled meals and options in My Pantry. Standards and procedures in My Pantry are adhered to for safe meals for guests designated as needing ingredient-controlled meals and dining options from My Pantry. Equipment in My Pantry and throughout the dining center is used to properly prepare ingredient-controlled meals and options. This position provides quality customer service to guests obtaining meals and options at My Pantry. As assigned, this position fulfills the duties of an F-3 Second Cook in the dining center.

This incumbent prepares recipes for the My Pantry meals and food options which includes entrees, side dishes, vegetable dishes, sauces, soups, salads and desserts, and accompaniments and assists in training other cooking positions in the preparation of these foods. When preparing items designated to be served in My Pantry, the incumbent utilizes the proper ingredients, equipment and techniques to avoid cross contact with allergen containing foodstuffs. Meals and foodstuffs are properly labeled. The incumbent follows standardized recipes, production sheets and/or individual meal orders in preparing food items. The incumbent operates food processing equipment including slicers and buffalo choppers and utilizes hand implements including knives, parers, tomato slicers and other utensils to prepare ingredients; combines ingredients in accordance with standardized recipes and production sheets; cooks items; and portions and garnishes finished products. In the process of cooking the full range of menu items, the incumbent operates all ovens, combi ovens/steamers, steam kettles, pasta rethermalizers, tilt skillets, rotary, convection, impinger and stone hearth pizza ovens, flat grills, char-broilers, panini presses, induction woks, hot tops, rotisseries, blast chillers and deep fat fryers. The incumbent visually inspects and tastes samples of finished products in order to ensure the quality and uniformity of menu items served. This position completes evaluation forms for recipes used, indicating problems and required revisions when appropriate; monitors serving areas and ensures that meal orders are prepared on-time and self-serve areas in My Pantry are fully stocked per established requirements. The incumbent tracks quantities of food prepared and served; and, as necessary, requisitions or obtains ingredients from the storeroom and other areas within the dining center.

This position maintains the work area in a neat, clean and orderly condition and maintains strict compliance with all federal, state and University standards for cleanliness and sanitation. The

incumbent performs all work in accordance with established sanitation and safety practices. The incumbent complies with all OSHA/MIOSHA regulations and requirements governing the operation of mechanical and electrical food processing equipment and of cooking equipment, including ovens, steam devices and fryers. This position performs additional functions as requested by supervisory personnel.

The incumbent maintains the cleanliness of My Pantry equipment and space throughout the day. The incumbent is responsible for proper cleanliness, storage and access to the My Pantry designated equipment, including cookware, dishware and utensils. The incumbent is responsible for removing stains on equipment and deep cleaning of the My Pantry cooking equipment and storage areas. Provides leadership and communicates work assignments to other employees, including student employees, assigned to assist in My Pantry or to perform sanitation duties.

This position collaborates with management team members, especially the nutrition specialist and culinary associate director to meet customer requirements and operational needs of My Pantry. The incumbent is proactive in pursuing working relationships with customers to assist in optimal service.

QUALIFICATIONS:

The incumbent must possess effective verbal communication skills and be able to read and comprehend written instructions and safety regulations governing the performance of job duties, and must be able to understand and comply with oral instructions. The incumbent must demonstrate collaborative customer service skills. The incumbent must have the ability to prioritize work and work efficiently with limited supervision. The incumbent must possess sufficient writing skills and basic arithmetic skills, including fractions, decimal fractions and percentages, to accurately size recipes for My Pantry meal orders, document production levels and prepare inventory control documents.

A minimum of two (2) years experience in commercial food preparation is necessary, as is the ability to cook all meat, soups, sauces, entrees and vegetables according to the standards established by University Dining Services. The incumbent has experience with commercial foodservice equipment and has the aptitude and ability to deep clean equipment, organize work areas and customer self-service areas such that equipment and service areas are maintained in a clean and functional manner. The incumbent must pass a cook's level training, such as Allertrain U or ServSafe Allergen training, within three months of being awarded the position and must repeat the course and exam as required to keep a current certificate in food allergen cooking/safety.

In order to perform the essential functions of the job, the incumbent must be able to raise containers of ingredients weighing 50 lbs. from floor level to counter height (34") four to five (4-5) times per

day and 20 lb. containers from floor level to counter height (34") twenty to forty (20-40) times per day. The incumbent must be able to place sheet trays weighing 25 lbs. each on racks in carts from 6" above floor level to 5'6" above floor level, and must be able to move hot and/or cold carts with loads of 220 lbs. distances of 100 feet.

In order to prepare ingredients, the incumbent must be able to operate floor mixers with a control located 60" (5 feet) from the floor and a mixing bowl height of 34"; meat slicers on 34" counters; food choppers with a height of 42" and a 12" reach; table top mixers with a bowl height of 50"; and must be able to chop and slice ingredients using hand-held knives, cleavers, etc. In order to cook menu items, the incumbent must be able to operate flat top grills with a height of 34" and a reach of 38"; deep fat fryers; steamers with a top compartment shelf 54" above floor level; 60-gallon steam kettles with a height of 40.5" and an interior depth of 25 inches; rotary and convection ovens; and hot-tops. The incumbent must be able to maneuver and manipulate ingredients and hand-held utensils and to operate power-driven and mechanical equipment, and must be able to stir, slice, cut and perform other food preparation/cooking tasks for 30-60 minutes at a time for the entire length of shift. The incumbent's arms and hands may be exposed to water up to 3 hours per day while washing, rinsing and otherwise preparing ingredients. Most cooking duties require the incumbent to stand at counters and cooking stations.

The incumbent must be able to tolerate exposure to extreme temperatures, ranging from -10⁰ F in freezers to 500⁰ F in convection ovens; to high humidity; to airborne and splattering grease; and to live steam. The incumbent must be able to tolerate contact with raw meat and animal fats, acid-based food products, vinegars, vegetable oils and spices. The incumbent must also be able to tolerate exposure to cleansers, de-limers, detergents, bleach, ammonia and ammonia-based products, disinfectants and other cleaning and sanitizing agents employed in the kitchens. The incumbent must be able to enter and maneuver in restricted spaces in order to retrieve ingredients from freezers and refrigerators located in production areas. The incumbent must have sufficient vision with or without corrective lenses in order to accurately read recipes, production sheets, and labels.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for a reasonable job accommodation.