

WESTERN MICHIGAN UNIVERSITY**TITLE: Assistant Cook****GRADE: F-2****FUNCTIONS:**

This position assists in cooking, salad and baking duties. Cooking duties include, but are not limited to: the preparation of entrees, roasts, poultry, sauces, soups, gravies, fried foods, and accompaniments as instructed by an F-4 First Cook/Sous Chef. The incumbent operates food processing equipment including slicers, mixers, food processors 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 oven/steamers, steam kettles, pasta rethermalizers, tilt skillets, rotary, convection, impinger and hearth stone pizza ovens, flat grills, induction/gas woks, hot tops, rotisseries, blast chillers and deep fat fryers.

The incumbent is required to assist in the instruction of cooking duties and in evaluating recipes, final products, monitoring and stocking of serving lines/venues. The incumbent assists in training of newly hired Assistant Cooks as well as providing leadership and communicating work assignments to student employees assigned to venue.

When assigned or per rotation/schedule, this position provides salad preparation services for the dining centers and supports all salad/produce preparation. The incumbent prepares salads, garnishes, and other salad-related menu items and directs other staff assigned to salads/venues in the preparation of salads, fruits, and garnishes. The incumbent prepares appetizing and appealing salads, fruits trays and appropriate garnishes using approved salad preparation methods and standardized recipes. In collaboration with unit supervisors, the incumbent establishes weekly production work sheets required to produce salad items specified in weekly menus. This position reviews all dining service menus and compiles work charts showing totals of all salad items required. The incumbent requisitions supplies from the storeroom, and works out formulate to increase/decrease ingredients. This position prepares, cuts, slices, and/or dishes, trays or assists in packaging all salad/fruit products used in the dining service centers/retail, Campus Cafes and/or refreshment service and ensures that salad bars/venues are fully stocked during serving periods. The incumbent completes production summary sheets, tracking quantities of salad products prepared and/or served. The incumbent utilizes equipment as stated above as part of the cooking function in the preparation/processing of produce and salads and other related production needs.

When assigned or per rotation/schedule, this position provides baking services for the dining centers. The incumbent prepares cakes, pies, breads, pastries, and other bakery products and instructs other staff assigned to baking/dessert/venues in the preparation of baked goods. This position uses prepackaged mixes, frozen items, ready to use batters and/or standardized recipes to prepare bakery

items. In collaboration with unit supervisors, the incumbent establishes weekly production work sheets required to produce bakery items specified in weekly menus. This position reviews all dining service menus and compiles work charts showing totals of all bakery items required. The incumbent requisitions supplies from the storeroom, and works out formulate to increase/decrease ingredients. This position prepares, cuts and/or dishes, trays or assists in packaging all bakery products used in the dining service centers and ensures that serving lines/venues are fully stocked during serving periods. The incumbent completes production summary sheets, tracking quantities of bakery products prepared and served. The incumbent utilizes equipment as stated above as part of the cooking function in the preparation/processing of produce and salads and other related production needs.

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. The incumbent performs other functions as requested by supervisory personnel.

QUALIFICATIONS:

The incumbent must be able to read and comprehend all written instructions, all health and sanitation regulations, and all safety regulations and requirements governing the performance of job duties. Sufficient reading comprehension to accurately interpret written recipes and production sheets is required, as are sufficient writing skills to prepare requisitions, recipe evaluation sheets and production summary sheets. The incumbent must have a good basic knowledge of mathematical concepts including fractions, decimal fractions and percentages in order to proportionally increase and decrease standard recipes to produce required quantities of menu items in the absence of higher-ranking cooks. A minimum of one (1) year 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. including salad and baking preparation. Ability to provide instruction for other salad preparation and baking positions is required.

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 withloads of 220 lbs. distances of 100 feet. The incumbent must be able to place beef rounds weighing 70 lbs into various ovens.

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; stack 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 -10° F in freezers to 500° 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.