

WESTERN MICHIGAN UNIVERSITY

TITLE: Head Cook

GRADE: F - 5

FUNCTIONS:

This position serves as a catering cook, preparing special menu items for catering events, and provides assistance in directing the food preparation functions of the Bernhard Center Kitchen. This position assists in organizing cooking activities to comply with schedules and work charts prepared in cooperation with supervisors. The incumbent establishes work schedules for subordinate cooks and directs cooking operations and the assembling and dispensing of menu items to the Bernhard Center Dining Service units, the public cafeteria and catering locations as scheduled. Under the direction of a chef, the incumbent performs on-site cooking for final finishing of menu items at event locations.

This position prepares entrees, roasts, poultry, sauces, soups, gravies, fried foods, and accompaniments and directs other cooking positions in the preparation of these foods. The incumbent prepares and submits to the storeroom daily requisitions for the foodstuffs required to produce the planned menu items for each day. This position reads standardized recipes and increases or decreases recipes proportionally to produce menu items in appropriate quantities. 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 menus 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 steamers and steam kettles, rotary and convection ovens, flat grills, hot tops 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. This position monitors serving lines and ensures that lines are fully stocked during serving periods, and prepares production summary sheets, tracking quantities of food prepared and served.

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:

Head Cook (F5)

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. A minimum of four (4) years experience as a lead cook in a large commercial kitchen and one (1) year as the First Cook in the Bernhard Center Dining Service unit are necessary, as is the ability to cook all meat, soups, sauces, entrees and vegetables according to the standards established by University Dining Services. Ability to provide training and direction for other cooking positions is required, as is the ability to coordinate preparation of food products.

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. The incumbent must be able to place beef rounds weighing 70 lbs on 60" high racks in rotary 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 -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 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.