

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: NEW POSITION EXISTING POSITION
(allocated)

PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University
9. Position Number: W0005700
10. Department ID: 3670009200

2. Employee Name (leave blank if position vacant)
11. Present Class Title (if existing position): Cook Senior

3. Division: V. P. for Student Life
12. Proposed Class Title

4. Section: Housing and Dining Services

5. Unit: Derby Dining Center

6. Location (address where employee works)
City: Manhattan County: Riley

7. Type of Appointment (Circle)

Full Time Part Time 100%
School Employee

Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)

Variable work shifts

H	13. Allocation	Cook Senior
U		
M	Supervisory Status: yes/no	FLSA CODE: nonexempt /exempt
A		
N		
R	14. Effective Date:	10/28/09
E	15. By: <i>W</i>	Approved: <i>KGB</i>
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
C	17. Position Review(s)	
E	Date:	Date:
S	Date:	Date:

PART II - Organizational Information. To be completed by department head or supervisor of the position.

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)

This position exists to provide safe, wholesome food for the residents and guests in the Residence Hall system at Kansas State University.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name: Christine Wenger Title: Food Service Manager Position Number: W0005756

List other individuals who may provide input for evaluation purposes.

Name: Coila Farrell Title: Service and Sanitation Manager Position Number: W0017716

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed with independent judgment and action using computerized food service systems outputs, equipment operational manuals, menus, inventory, computerized recipes, employee schedules, policy and procedural books, and daily meetings with dietitian. Assignments are given in general terms orally or in writing.

2009 OCT 25 AM 8:16

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties.)
 What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); *how is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for? Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**
 *The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability

Responsible for directing activities and personnel in a complex Residence Hall Dining facility serving 3 meals daily to 2000 student residents. Full meals are prepared for 5-7 different food production and service platforms that serve meals simultaneously during 3 extended dining periods, 7 days a week (2 meals on Sunday). Provides baked products to a retail store open throughout most of the day and evening hours. The complexity of a primarily from scratch production system in the largest fully equipped kitchen in Kansas provides a food factory aura to the production unit. The position has direct responsibility for customer's dining satisfaction for a department that is self supporting and relies totally on successful recruitment and retention efforts to keep the residence halls at maximum occupancy levels.

No. % E or M

1. 40% E Prepares multi-step, complex entrees and side dishes for foods in all menu categories for which responsibility is assigned. Follow menus and uses multi-step, complex standardized recipes to produce high quality, wholesome foods products for residents and conference groups. Bakes, steams, grills, stews, or fries meat, meat products, eggs, vegetables, cereals, breads and other baked "from scratch" food items. Prepares salads, salad plates, sandwiches, casseroles, sauces, gravies, and other items. Responsible for product quality of assigned items. Taste and evaluate products, making adjustments as necessary. Use batch cooking and service techniques to see that food is fresh, hot or cold as appropriate, consistently available, and of high quality throughout the service period. Accurately weigh ingredients and products. Attractively place food in pans, trays, plates, etc. in preparation for service.

Directs the food production and meal service activities of assigned work unit. Responsible for coordination of food production and service by: checking and reporting the availability of food supplies two days prior to production, reporting yield discrepancies, monitoring food quantities, and keeping food products available for customer service so as to avoid customer delays or excessive leftovers. Record information on production/service sheets. Evaluate food products to see that they are high quality and at the proper temperature before being served. Establishes controls for effectively using resources: labor, materials, money and makes operational changes when indicated for better use of resources. Follow HACCP procedures for keeping food products safe. Discuss and plan time schedules and equipment use with supervisor. Attend scheduled job training sessions; participate in daily cook's meeting, and prepare daily production/service sheets.

2. 30% E Coordinate and control service functions by assisting with and directing student staff to: set up service areas by setting temperature of food-holding equipment, collecting service equipment, and preparing condiments, beverages, and food products as specified by the menu. Meet time lines for opening lines according to established schedule by seeing that student employees are in place, are properly informed about the food products and their ingredients, and know portion sizes and location of back-up products. Monitor compliance to quality standards (portioning, merchandising, food products, food selections, and service.) Assure that safe food handling practices are being followed. Provide for customer's needs during meal service by promoting quick, friendly service, assisting customers with special needs, and keeping serving and dining areas neat and clean. Performs other duties as assigned.

3. 10% E Develop and maintain good working relationships with students, classified employees, and dietitians/management staff. Assist in the education program for K-State Department of Hospitality Management and Dietetics students by sharing information regarding food service policies and procedures. Function as a team worker by cooperating with coworkers, assisting other departments as necessary, and sharing equipment, work space and information. Promote positive interaction with student and summer conference customers by applying independent judgment and knowledge of policies and procedures. Performs other duties as assigned.

4. 10% M Continually evaluates equipment cleaning and maintenance activities and works closely with cooks to make sure all equipment and cleaning standards are being met. Continually evaluates HACCP and Food Safety activities and works closely with cooks to make sure all equipment and cleaning standards are being met. Operate equipment, handle food and supplies, and maintain work areas in a safe and sanitary manner by using established procedures to reduce risk of personal injury, food borne illness, or equipment failure. Practice good personal hygiene by following dress code requirements and washing hands frequently. Use equipment in accordance with operating instructions. Report equipment problems for repair. Daily cleans equipment promptly after each use with detergent and sanitizing agents by using protective gear and other precautions. Use oven cleaner for large ovens four or more times yearly. Thoroughly scrubs work areas including walls, counters, carts, walk-ins, and all other equipment several times yearly, frequently when food preparation is not occurring. Clean spills promptly to prevent falls.

5. 10% M Oversees the work of hourly student employees and Food Service Workers. Demonstrates regularly to production staff the techniques for producing quality food in quantity. Direct and train student employees in established customer service procedures, safe equipment use, sanitary food handling techniques, correct lifting methods, safe sanitizer and chemical use, efficient work habits and appropriate apparel and attendance compliance. Assist in evaluation and counseling of student employees, both orally and in writing to improve performance and reward good performance. Enforce student employee dress and conduct code requirements. Reassign students during slack times to other tasks to prevent wasted time. Reassign students during peak times to promote a high level of customer service. Performance is reviewed daily by supervisor through inspection and observation of results obtained.

GENERAL STATEMENT: Work is evaluated by supervisor. Periodic evaluation reports using established standards are given a minimum of once yearly.

2009 OCT 25 AM 8:10

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.
- Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
Temporary classified employees	
Student Employees	
Various Cook positions as operational needs warrant	

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Employee is responsible for the safe handling, preparation, and storage of food to be served to 2000 residents. An outbreak of food borne illness could have serious, widespread implications due to the large quantities of food prepared. Uses and cleans equipment properly to avoid injury or equipment failure. Water and food spills on floor must be mopped up promptly to prevent falls, slipping, or twisting of body causing injury to employees or customers. Preparation of quality food while meeting service schedules is necessary so that customers are satisfied and able to attend classes, conferences, etc. as scheduled.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Direct daily contacts are made with other civil service employees, student employees, supervisors, dietitians, restaurant/dietetic students. Food quality, quantity, wholesomeness, preparation techniques, time schedules, and recipes are discussed with cook, supervisor, or dietitian to ensure that high quality, safe food is served according to menu and service schedules.

25. a) What hazards, risks or discomforts exist on the job or in the work environment?

Safety rules must be observed when using chemical cleaning supplies (i.e., detergents and oven cleaners); meat slicers; grills; mixers; choppers; steam equipment; knives; ovens; fryers; or when walking on wet floors to prevent falls or serious injury. The kitchen environment may become humid and hot. Working conditions may be crowded during peak periods. Picnics may require outdoor work. Placement and retrieval of foods in walk-in coolers and freezers will require tolerance of cold temperatures for brief periods of time.

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

Equipment Manuals.
HACCP - Food Safety Program
Proper Lifting Techniques

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Equipment used regularly in daily production include: table, platform, and portion scales; food choppers; 30 qt., 60 qt., 80 qt./140 qt. mixers and attachments; convection, rotary, and microwave ovens; small and large fry pans; stack and high pressure steamers; gas and electric deep fat fryers; fat filter, 30 gal., 60 gal., 80 gal. steam kettles; electric can opener, dough divider; grill; automatic and hand electric slicers; vegetable cutter and slicer; bread slicer; pie roller; dough sheeter; and cookie dropper.

PART III - Education, Experience and Physical Requirements Information.

27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

One year of experience in commercial/institutional cooking. Education may be substituted for experience as determined relevant by the agency.

28. NECESSARY SPECIAL REQUIREMENTS

- a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.
- b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work is generally performed by standing for long periods of time. Regularly requires moderate physical exertion to transport heavy items (up to 50 lbs. per item) repetitively.

29. PREFERRED QUALIFICATIONS AND SKILLS

- a) List preferred education or experience that may be used to screen applicants.

Completion of eight grades of school and one to three years experience cooking in an institutional or volume setting.

- b) List preferred special knowledge, skills and abilities.

Ability to communicate effectively both orally and in writing. Ability to learn to perform basic math computations; to accurately weigh and measure; read and understand written materials and interpret computer assisted food service materials. Ability to establish and maintain effective relationships with students and employees. Knowledge of large scale environment including equipment, health sanitation, safety and preparation/service.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).
