



Auxiliary Services Job Family: **Chef Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA.***

GENERIC JOB PROFILE SUMMARIES

Chef I INDIVIDUAL CONTRIBUTOR	Chef II MANAGEMENT	Chef III MANAGEMENT
Assist in controlling revenues and expenses to meet functional area= and departmental financial goals.	Maintain food costs in accordance with area manager, unit and department goals, through creative and effective menu planning; control labor costs to maintain budgeted percentages through scheduling based on customer volume.	Overall responsible for food costs through creative and effective menu planning; control labor costs to maintain budgeted percentages through scheduling based on customer volume; coach staff on the premises of food costs and how to maximize product utility and avoid waste.
Hire, train, schedule, and evaluate staff; ensure staff are accounted for and performing up to standards; work with Chef and Dining Managers to address performance issues.	Hire, schedule, and/or train staff members; provide information and instruction on University policies and procedures; work with Chef and Dining Managers to address performance issues.	Hire, schedule, and/or train staff members; provide information and instruction on University policies and procedures
Forecast customer counts and preferences; plan menus accordingly	Forecast customer counts and preferences; plan menu accordingly	Forecast customer counts and preferences; plan menu accordingly
Maintain a workplace free of hazards and seek assistance from appropriate resources for investigating, evaluating and resolving hazards to provide a safe and healthful work environment; implement and maintain high standards of sanitation in compliance with health department regulations	Maintain a workplace free of hazards and seek assistance from appropriate resources for investigating, evaluating and resolving hazards to provide a safe and healthful work environment; implement and maintain high standards of sanitation in compliance with health department regulations; hold staff accountable for upholding regulations.	Overall responsibility for maintaining a workplace free of hazards and seek assistance from appropriate resources for investigating, evaluating and resolving hazards to provide a safe and healthful work environment; implement and maintain high standards of sanitation in compliance with health department regulations; hold staff accountable for upholding regulations.
Responsible for the planning, scheduling and execution of food production/prep for dining unit/catered events; instruct and develop production personnel in the preparation and presentation of food.		Ensure that residential, retail and catering culinary teams consistently adhere to standard recipes and production details; ensure compliance with culinary management tools such as production schedules, menu cycles, serving line worksheets and waste logs.

Chef I INDIVIDUAL CONTRIBUTOR	Chef II MANAGEMENT	Chef III MANAGEMENT
<p>Work with Chef to develop, test, and revise recipes and menus; ensure product quality.</p>	<p>Develop, test, and revise recipes and menus; ensure product quality.</p>	<p>Oversee residential and retail menu planning; develop new recipes and menus; research food trends and bring new ideas to the program; work with nutritionist to improve nutritional and allergy awareness for student and Cornell community.</p>
<p>Supervise the repair and maintenance of facilities and equipment; ensure they remain in optimum condition.</p>	<p>Supervise the repair and maintenance of facilities and equipment; ensure they remain in optimum condition.</p>	
<p>May order, receive and store supplies and maintain inventory control; in consultation with Chef, review various reports to determine appropriate ordering levels.</p>	<p>Responsible for coordinating food orders, maintain inventory control and ensure product quality.</p>	
<p>Contribute creative ideas for unit specials and events; assist in planning and implementation of large scale dining events and projects (e.g., Cross Country Gourmet series, unit specials, Reunions, Council Weekend).</p>	<p>Contribute creative ideas for unit specials and events; assist in planning and implementation of large scale dining events and projects (e.g., Cross Country Gourmet series, unit specials, Reunions, Council Weekend).</p>	<p>Participate and oversee culinary and service delivery aspects of specials and events (e.g., Cross Country Gourmet series, unit specials, Reunions, Council Weekend).</p>
<p>Encourage input from customers; respond in inquires and suggestions.</p>	<p>Encourage input from customers; respond to inquiries and suggestions</p>	<p>Encourage input from customers; respond to inquiries and suggestions</p>
<p>Participate in developing and implementing marketing programs and special events.</p>	<p>Assist manager in developing and implementing marketing programs.</p>	<p>Assist manager in developing and implementing marketing programs</p>
<p>Supervise all facets of site operations.</p>	<p>Supervise the daily operations and food production of a dining unit.</p>	<p>Assist in the overall supervision of the dining operations</p>
	<p>Consult with clients regarding available services</p>	<p>Consult with clients regarding available services</p>
		<p>Serve as instructor for the preparation and presentation of food for the Hotel School or the production personnel in a large student dining operations</p>
<p>Assist with budget preparation for the unit and monitor expenses.</p>	<p>Prepare budgets, monitor revenue and expenses to meet departmental goals</p>	<p>Develop budgets, monitor revenue and expenses to meet departmental goals</p>
<p>Work with the client/customer to support programs hosted in the unit</p>	<p>Work extensively with clients/customers. Play an active role in the overall food service program in conjunction with programmatic needs of the unit. Collaborate on special events including private catering. Attend client meetings with faculty, students, and staff to ensure programmatic needs are met.</p>	

Chef I INDIVIDUAL CONTRIBUTOR	Chef II MANAGEMENT	Chef III MANAGEMENT
Ensure dining units/catered service is running effectively by checking menu, temperature, taste, portion size, food station needs and appearance of food served		

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10132 CHEF I, BAND E	11164 CHEF II, BAND F	10133 CHEF III, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Trade/technical/vocational school degree or equivalent; 2 but less than 4 years of experience or equivalent	Trade/technical/vocational school degree or equivalent; 3 but less than 5 years of experience or equivalent	Trade/technical/vocational school degree or equivalent; 5 but less than 7 years of experience or equivalent
IMPACT	Moderate impact	Moderate impact	Moderate impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Assists others Cooperation of task completion	Assists others Cooperation of task completion
CONTACTS - OUTSIDE	Limited contact	Providing information that exists within pre-established documents and or programs	Providing information that exists within pre-established documents and or programs
CONTACTS - STUDENTS	Limited contact	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction

FACTOR PROFILE	10132 CHEF I, BAND E	11164 CHEF II, BAND F	10133 CHEF III, BAND G
SUPERVISION	Day-to-day supervisory direction to employees within the department	Providing supervisory direction to other supervisors	Providing supervisory direction to other supervisors
COMPLEXITY	Frequently adapt, combine or make improvements in an existing service, product, process or program; work requires reasoning skills and judgment	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex and unchartered environment
LEVEL OF DECISION MAKING	Responsible for making decisions within prescribed limits and/or providing input to others for decision-making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students
EFFECT OF DECISION MAKING	Directly affect a functional area Minimal effect on students and employees	Directly affect a functional area Minimal effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees
FREEDOM OF ACTION	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction
WORKING CONDITIONS	Variable working condition including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances, or equipment requiring close attention. Safety gear may be required	Variable working condition including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances, or equipment requiring close attention. Safety gear may be required	Variable working condition including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances, or equipment requiring close attention. Safety gear may be required