Job Title: Chef II

BCAT Code: 093X46  Effective Date: June 1, 2011
Pay Grade: G14  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Assists in overseeing all aspects of the management and sales for the Residential Dining Hall, such as food production and the bakery, such as supervising staff, handling customer issues, maintaining inventory of the facilities and equipment.

Examples of Duties
- Assists the Dining Hall Manager II in overseeing and directing team efforts to keep all equipment and facilities in clean, safe, and good running order.
- Schedules, evaluates and trains the Dining Hall staff; and oversees quality control and employee safety.
- Selects and develops menus in accordance with consumer tastes, nutritional needs, ease of preparation, established procedures, and budgetary constraints.
- Assists the Dining Hall Manager II in the monthly financial reporting.
- Assists the Dining Hall Manager II in the strategic planning to ensure excellent customer service and to meet budgetary goals.
- Ensures that all food and beverage items are stored, handled, and prepared under safe sanitary conditions.
- Reviews and assesses the annual preventative maintenance schedule for vehicles, equipment and facilities.
- Adheres to and maintains the appropriate internal control pertaining to budgets and expenditures, payroll and personnel, property and equipment tracking, Spectrum system access, and security of building areas.
- Represents and promotes the interests and mission of Auxiliary and Support Services in various meetings.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of large scale food production.
- Excellent customer service, management, and organizational skills.
- Ability to understand and effectively use Microsoft Office software.
- Ability to independently supervise, manage budgetary responsibilities, adhere to policies, procedures, rules, and regulations.
- Ability to adhere to compliance issues of the City of Atlanta, the Health Department of Fulton County and other regulatory agencies.

Minimum GSU Hiring Standards
Bachelor’s degree in Food Services Management, Dietetics, Hospitality Management, Culinary Arts or related field and three years of related experience; or a combination of education and related experience. Must be ServSafe certified.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources  Classification Section