



Job Description

JOB DETAILS

Job Title: Presentation Cook

Department: Dining Services

ID: DS_PresCook

Title of Supervisor: Executive Chef

Date Completed: 03/26/2012

JOB SUMMARY

This position does the pre-preparation and display cooking of entrée and side dishes to order, responsible for the quality, presentation and service of the food prepared, and maintains food production records for the venue. The Display Chef will assist in the on-the-job training and directing work of students within assigned area. This person must be knowledgeable and able to maintain Federal, State and College Safety and Sanitation Standards to include practice of good personal hygiene. Must practice excellent communication skills with guests of the venue, coworkers, student staff and management.

ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
Pre-preparation and display cooking of entrée and side Pre-preparation and display cooking of entrée and side dishes, following standardized recipes, ensuring the highest quality, presentation, and service of products produced.	75%
Assist in on-the-job training, and in direction of student Assist in on-the-job training, and in direction of student staff.	10%
Maintain accurate production records for venue. Maintain accurate production records for venue.	5%
Communicate needs of venue. Communicate needs of venue.	5%
Responsible for the maintenance of a clean and sanitary Responsible for the maintenance of a clean and sanitary work area, including equipment, following all Federal, State and College standards, as well as practicing good personal hygiene.	5%

GENERAL RESPONSIBILITIES

1) Maintain regular and reliable attendance. 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. 3) Understand and comply with the policies of the College Staff Handbook. 4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. 6) Protect confidentiality of College information. 7) Provide leadership to others through example and sharing of

knowledge/skill. 8) Communicate with others in a courteous and helpful manner. 9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing. 10) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Yes

No

Does this job have supervisory responsibilities?
 (place an "x" in the appropriate box)

Place an "x" in the appropriate box

If yes, how many?

Student Staff

2

Non-exempt

Exempt

If "Student Staff" - Approximately how many total hours of student staff? 6

LEADERSHIP:

Do Not Enter

Supervise work through the planning and scheduling of work, and the review and approval of tasks.

0%

SUPERVISION RECEIVED

Do Not Enter

General supervision:

routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

0%

EDUCATION

Degree/Diploma

Program of Study

Required/Preferred

High School Diploma

Required

Additional Educational Requirements

EXPERIENCE

Do Not Enter:

Six months or more

0%

COMPUTER OPERATIONS

Do Not Enter:

Basic personal computer skills including electronic mail, word processing, etc.

0%

CERTIFICATES, LICENSES, REGISTRATIONS

Serve Safe Food Certification

TRAVEL**Do Not Enter**

No travel required.

0%

ADDITIONAL INFORMATION OR QUALIFICATIONS

Ability to do simple math calculations. Ability to read and comprehend computer generated reports. Must be able to prepare foods in front of an audience. Must be able to read and follow standardized recipes, and use approved culinary practices.

ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data		X	
Effective communication skills (written and verbal)		X	
Composing & comprehending communication materials (written and verbal)		X	
Establishing effective interpersonal relationships		X	
Adjusting to changes (work load, environment, department structure, etc.)		X	
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.		X	
Making decisions of moderate to substantial consequence		X	
Performing mathematical calculations		X	
Editing reports or technical materials			
Planning and organizing (work load, schedules, events, etc.)		X	
	Under 1/3	1/3 to 2/3	Over 2/3

Handle stressful, emotional and/or frustrating situations	X
Working with numerous distractions	X
Working under a time pressure and within timelines/deadlines	X
Coordinating work with others	X
Handling multiple assignments and priorities	X
Completing work in an accurate manner	X
Concentrating - maintaining attention to details and tasks	X
Memory functions (remembering names, details and procedures)	X

PHYSICAL REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X
Walk		X	
Sit			
Ability to walk up or down stairs			X
Use hands to finger, handle, or feel			
Reach with hands and arms		X	
Climb or balance			
Stoop, kneel, crouch, or crawl		X	
Talk or hear		X	
Taste or smell		X	
	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X

Up to 25 pounds

X

Up to 50 pounds X

Up to 100 pounds (with an assisted device)

More than 100 pounds (with an assisted device)

GENERAL PHYSICAL REQUIREMENTS

Do Not Enter

Moderate physical activity performing somewhat strenuous daily activities.

0%

VISION REQUIREMENTS

Do Not Enter

Close vision (clear vision at 20 inches or less)

0%

Color vision (ability to identify and distinguish colors)

0%

WORK ENVIRONMENT

Under 1/3

1/3 to 2/3

Over 2/3

Wet or humid conditions (non-weather)

Extreme cold (non-weather)

Extreme heat (non-weather)

Outdoor weather conditions

Work near moving mechanical parts

Work in high, precarious places

Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)

Toxic or caustic chemicals

Work with explosives

Risk of electrical shock

Under 1/3

1/3 to 2/3

Over 2/3

Vibration (i.e. operating jackhammer, impact wrench)

Risk of radiation

Confined Spaces

ENVIRONMENTAL CONDITIONS

Do Not Enter

Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

0%

TYPICAL NOISE LEVEL

Do Not Enter

Moderate noise (examples: business office with computers and printers, light traffic)

0%

ADDITIONAL INFORMATION

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform the essential functions of this position. I agree to comply with college policies and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work practices, sexual harassment, discrimination or other misconduct to my immediate supervisor or other designated college officials. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources immediately. As an employee, I will strive to uphold the mission and core values of Grinnell College. I understand that my service to the institution contributes to the teaching and learning environment. I am aware that I act, in some ways, as a model and informal mentor to students and that my interactions with students, parents, prospective students, alumni, and the public in general reflects on the college.