

**Department:** Dining

**Position Title &**

**Code:** Catering Chef – SDS0011

**Closing Date:** 11/12/18

**Salary:** \$40,000 - \$47,000

**Background**

**check:** Background check may be required

**Description:** The Catering Chef participates in coordinating production activities, assigning work and training of employees on proper food preparation technique. Exhibits expertise in all phases of food preparation and use of all kitchen equipment. Assumes a leadership role in the kitchen in organizing and direction of production staff for meal and catering services. Demonstrates good judgment in selecting quality assurance methods and techniques for obtaining solutions. Normally receives minimal instruction on daily work assignments with general instruction provided on new and/or more complex assignments.

**Key Responsibilities:**

- Assist the Executive Chef in daily management and supervision of the Dining Services culinary team in a specific operational areas.
- Manage culinary personnel to execute recipes, menus, production standards, cooking processes, methods and procedures of day to day residential, or retail dining operations.
- Will also assist the Executive Chef in menu and recipe development for residential and retail dining, commissary production facility, or future catering operations.
- Responsible for financial accountability to systems and processes including accurate ordering and inventory management, appropriate product selection, and vendor relationships.
- Implement planned menu cycles or programs established for residential or retail dining operations.
- Implement established performance goals and conduct performance appraisals for career and student staff both directly and indirectly supervised.
- Position requires successful completion of a background check.

**Qualifications:** Required Qualifications:

- Bachelor's degree in related area and 1 year of related experience or 5 years equivalent related experience/education/training.
- Intermediate to advanced knowledge of food and production.
- Verbal and written communication in the English language, active listening, and dynamic flexibility, critical thinking, multitask and time management.

- Decision-making, reasoning, ability to develop original ideas to solve problems, operations analysis, and quality control analysis.
- Basic computer application skills.
- Effective interpersonal and work leadership skills to provide guidance to all operational and technical personnel or new employees at this level.
- Interpersonal communication skills to clearly and effectively interact with individuals of varying backgrounds and perspectives to research and secure information to resolve problems.
- Skill to write concise, logical, and grammatically correct operational / administrative related reports or correspondence, including but not limited to recipes, schedules, procedures, employee performance evaluations, and reports.

Preferred Qualifications:

- Advanced knowledge in food preparation, culinary trends, vegetarian, vegan and raw cuisine, nutrition, special dietary needs, allergy awareness and sanitation regulations.
- Culinary experience in restaurant or dining service/hospitality field, including but not limited to menu development, catering, food production, handling and storage, quality control, health and safety.
- Experience working independently to initiate and execute new programs, menu development, and operational change.
- Experience with computer-based systems to administer and manage food service, including but not limited to production, purchasing, forecasting, menus, labor scheduling and management, financial reports and meal plan control.
- Spanish / English bilingual. Knowledge of financial management to successfully administer a budget. ServSafe certification or equivalent.
- Experience and skill to work cooperatively in individual, group, and formal settings, and to interact effectively with diverse communities, university staff, and students.
- Knowledge of University systems, policies and procedures, and familiarity with the UC Merced campus community, its goals and philosophies.

**To Apply:** Please complete a UC Merced [application](#) and email along with resume and cover letter to [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu). Please indicate in the subject line of your email the Position Title and Position Number you are applying for. For questions regarding how to apply please email [ucmcareers@ucmerced.edu](mailto:ucmcareers@ucmerced.edu) or call 209-228-8247

If you do not have internet access you may mail your application, resume, and cover letter to: University of California, Merced, 5200 North Lake Rd., Merced CA 95343. Please list the job number on the subject line and email to [UCMcareers@ucmerced.edu](mailto:UCMcareers@ucmerced.edu)

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

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As of January 1, 2014 the University of California, Merced will be a smoke and tobacco free workplace. Information and the Smoke and Tobacco Free policy is available at <http://smokefree.ucmerced.edu>

**E-Verify:** Effective September 8, 2009, all employers who receive Federal contracts and grants are required to comply with E-Verify, an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA). E-Verify electronically verifies employment eligibility by comparing information provided on the I-9 form to records in the DHS and SSA databases. Certain positions funded by federal contracts/subcontracts requires UC Merced to notify job applicants that an E-Verify check will be conducted and the successful candidate must pass the E-Verify check.

[More Information](#)

For information on the comprehensive benefits package offered by the University of California visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/>