

The University of Akron  
**Classification Specification**

<b>Job Title:</b>	Master Cook Certified	<b>Job Code:</b>	96013
<b>Job Function:</b>	Staff	<b>Grade:</b>	04
<b>Job Family:</b>	Bargaining Unit	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	2000 Finance Accounting Division	<b>Date:</b>	10/14;7/12

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**Job Summary:**

Under general supervision prepare food for breakfast, lunch and dinner. Serve as team leader and train others in proper work methods and procedures.

**Essential Functions:**

30-50% Review production numbers to determine amount of food to prepare. Provide certain information regarding the food to other Food Service Workers, so they are able to answer questions from customers. Determine optimal cooking time for various food items and maintain appropriate records to track quantity of each item used.

15-30% Operate standard kitchen equipment to cook foods, mix salads and make desserts. Prepare hot & cold beverages and special menu foods. Slice meat and cheese and make sandwiches. Assemble fruit plates and relish trays. Clean and cut vegetables and meats before cooking.

15% Obtain food products needed for daily consumption from food storage areas or from storekeeper.

10-20% Review set-up on serving line to make sure all wells are set to correct temperatures for individual food items. Assist with setting-up and tearing down service lines and may serve on lines. Determine what foods can be saved and what foods cannot. Determine holding time for various food items. Portion, slice and wrap food. Assist with setting-up and tearing down tables. Assist with setting-up and clearing carts. Pack food for delivery to dining areas and storage.

10-20% Clean work areas, equipment and utensils.

0-10% Complete work, time and material usage reports. Perform other duties as assigned by superintendent/supervisor.

**Education:**

Requires high school diploma or GED and successful completion of the University Job Training Program for Cooks.

**Licenses/Certifications/Requirements:**

Serve Safe Certification required within 6 months of hire.

**Experience:**

Requires a minimum of 2 years experience in mastery of basic methods of cooking, computing food usage for each meal period and the ability to execute and scale a recipe. Knowledge of safety practices and skill in operation of kitchen equipment required. Ability to add, subtract, multiply and divide whole numbers required. Prior experience directing the work of others preferred.

**Leadership:**

Provide guidance to nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

**Physical Requirements:**

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

**Working Conditions:**

Routine exposure to heat, cold, moisture/wetness, inclement weather, noise and air pollution. May involve exposure to chemical substances, hazards and moving parts. Overtime/Call-ins may be mandatory based on university need.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.