AUBURN
Human Resources

Cook I, Culinary Operations

Job Description

JOB INFORMATION

Job Code	CA87A
Job Description Title	Cook I, Culinary Operations
Pay Grade	CP02
Range Minimum	$31,150
33rd %	$34,790
Range Midpoint	$36,610
67th %	$38,420
Range Maximum	$42,060
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
Approved Date:	3/5/2026 3:59:03 PM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Dining

JOB SUMMARY

The Culinary Operations Cook is responsible for preparing and serving high-quality food for customers within the Hey Day Market Incubation Unit for the Horst Schulze School of Hospitality Management. This position supports daily culinary operations by ensuring efficient food preparation, presentation, and service while adhering to established food safety, sanitation, and quality standards. The role contributes to a positive customer experience and supports the instructional and operational goals of the hospitality program.

RESPONSIBILITIES

- Assists in preparing the kitchen for daily service by setting up workstations, organizing supplies, and preparing assigned menu items according to established recipes, quality standards, and portion guidelines.
- Helps maintain a clean, sanitary, and safe kitchen environment by following food safety regulations and properly cleaning equipment, tools, and work areas.
- Supports meal service by transporting prepared food and beverages to designated service areas efficiently and safely.
- Contributes to a positive dining experience by providing courteous, timely, and customer-focused meal and beverage service.
- Assists with storing, labeling, rotating, and handling food products and supplies to maintain freshness, reduce waste, and meet safety requirements.
- Helps with receiving and organizing food and supply deliveries, verifying accuracy under supervision, and assisting with basic inventory tasks.
- Supports the sourcing of food and supply items from approved local vendors when needed, following purchasing guidelines and budget parameters as directed.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	No supervisory responsibilities.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED		and	1 year of	experience in food services including food preparation, commercial kitchen operations, use of professional cooking equipment, or related culinary environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of state and local health department regulations related to food storage and preparation.	
Knowledge of commercial kitchen operations and food-service workflows.	
Knowledge of inventory management.	
Skilled in preparing and cooking menu items using standardized recipes, portion controls, and proper culinary techniques to ensure consistent quality.	
Ability to work efficiently in a fast-paced kitchen environment.	
Ability to communicate effectively with coworkers, vendors, and customers.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
SAFE Serve Certification		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting			X			10 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.