AUBURN
Human Resources

Cook II, Culinary Operations

Job Description

JOB INFORMATION

Job Code	CA87B
Job Description Title	Cook II, Culinary Operations
Pay Grade	CP03
Range Minimum	$33,490
33rd %	$37,400
Range Midpoint	$39,350
67th %	$41,300
Range Maximum	$45,210
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
Approved Date:	1/29/2026 5:45:44 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

- Prepares the kitchen for daily service by setting up workstations, organizing supplies, and cooking assigned menu items in accordance with established recipes, quality standards, and portion guidelines.
- Maintains a clean, sanitary, and safe kitchen environment by following all food safety regulations and ensuring proper cleaning of equipment, tools, and work areas.
- Transports prepared food and beverages to designated service areas efficiently and safely to support smooth meal service.
- Provides courteous, timely, and customer-focused meal and beverage service, ensuring a positive dining experience for all guests.
- Manages proper storage, labeling, rotation, and handling of all food products and supplies to maintain freshness, prevent waste, and ensure compliance with safety standards.
- Orders food and supplies from approved vendors, verifies accuracy of deliveries and invoices, and maintains up-to-date inventory records.
- Sources and purchases food and supply items from local vendors when products are unavailable through primary suppliers, ensuring adherence to purchasing policies and budget guidelines.

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	May supervise employees but supervision is not the main focus of the job.

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	3 years 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.