AUBURN
Human Resources

Cook III, Culinary Operations

Job Description

JOB INFORMATION

Job Code	CA87C
Job Description Title	Cook III, Culinary Operations
Pay Grade	CP04
Range Minimum	$35,250
33rd %	$39,950
Range Midpoint	$42,300
67th %	$44,650
Range Maximum	$49,350
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	146 College of Human Sciences
Approved Date:	3/5/2026 3:59:28 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

- Oversees daily kitchen readiness by coordinating workstation setup, verifying supply availability, and ensuring all menu items are prepared to established culinary standards. Provides guidance to staff on recipe execution, portion control, and quality expectations.
- Ensures full compliance with food safety regulations by monitoring sanitation practices, conducting routine inspections of equipment and work areas, and implementing corrective actions when standards are not met. Trains staff on proper hygiene and safety procedures.
- Manages the timely and safe transport of prepared food and beverages to service areas, coordinating staff assignments and resolving issues that may disrupt meal service. Ensures service flow supports operational efficiency and guest satisfaction.
- Leads the delivery of courteous, timely, and customer-focused meal and beverage service. Coaches staff on service standards, monitors guest satisfaction, and addresses service concerns to maintain a consistently positive dining experience.
- Directs proper storage, labeling, rotation, and handling of all food products and supplies. Monitors inventory levels, identifies waste trends, and implements strategies to maintain freshness, reduce loss, and ensure compliance with safety and quality standards.
- Manages ordering of food and supplies from approved vendors, ensuring accuracy of deliveries, resolving discrepancies, and maintaining detailed inventory and purchasing records. Evaluates vendor performance and recommends adjustments as needed.
- Oversees sourcing and purchasing of food and supply items from local vendors when primary suppliers cannot fulfill needs. Ensures all purchasing aligns with organizational policies, cost-control strategies, and budget guidelines, and negotiates pricing when appropriate.

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 be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	5 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.