

**WESTERN MICHIGAN UNIVERSITY**

**TITLE: Cold Production - Lead**

**GRADE: F-3**

**FUNCTIONS:**

This position provides salad preparation services for the Student Center Dining, Campus Cafes, Student Center Retail: Re-Fresh Market, Mi-Pi and Fuego Verde locations. This position assists in organizing salad/sandwich/produce preparation activities to comply with schedules and work charts prepared by supervisors. The incumbent provides leadership and communicates work assignments to other F-2 Assistant Cooks and student employees assigned to salad/sandwich/produce preparation and making operations in the assembling and dispensing of salad-related items in the cold production cooler.

The incumbent prepares salads, sandwiches, garnishes, and other salad-related menu items and directs other salad preparation positions in the preparation of salads and sandwiches. The incumbent prepares appetizing and appealing salads and appropriate garnishes using approved salad preparation methods and standardized recipes. In collaboration with unit supervisors/Chef, the incumbent establishes weekly production work sheets required to produce salad items specified in weekly menus. This position reviews all dining service menus and compiles work charts showing totals of all salad items required and works with Campus Cafes to produce accurate order sheets for each Cafe. The incumbent requisitions supplies from the storeroom, assists with ordering and inventory, and works out formulae to increase/decrease ingredients. This position prepares, cuts and/or dishes, trays or packages all salad-related products and house made sandwiches used in the dining center, student center retail and Campus Cafes and ensures that salad bars/venues are fully stocked during serving periods. This position is responsible for creating labels for retail products. The incumbent completes production summary sheets, tracking quantities of salad-related products prepared and/or served as well as tracks the usage and waste of these items.

This position measures ingredients and uses floor and counter-top mixers, slicers and other food-processing equipment, hand implements including knives, parers, and other utensils to prepare raw fruits and vegetables, grains, legumes and other ingredients; combines ingredients in accordance with standardized recipes and production sheets to produce, portion, and package finished salads. The incumbent operates steam kettles and combi ovens/steamers, convection ovens, char-grills, flat grills, blast chillers and deep fat fryers in

the process of preparing ingredients and/or finished salad-related items.

This position maintains the work area in a neat, clean and orderly condition and maintains strict compliance with all federal, state and University standards for cleanliness and sanitation. The incumbent performs all work in accordance with established sanitation and safety practices. The incumbent complies with all OSHA/MIOSHA regulations and requirements governing the operation of mechanical and electrical food processing equipment and of cooking equipment, including steamers and steam kettles. This position performs other functions as requested by supervisory personnel.

### **QUALIFICATIONS:**

The incumbent must be able to read and comprehend all written instructions, all health and sanitation regulations, and all safety regulations and requirements governing the performance of job duties. Sufficient reading comprehension to accurately interpret written recipes and production sheets is required, as are sufficient writing skills to prepare requisitions and production summary sheets. The incumbent must have a good basic knowledge of mathematical concepts including fractions, decimal fractions and percentages in order to proportionally increase and decrease standard recipes to produce required quantities of menu items. Knowledge of weights and measures and standard conversions is required. A minimum of two (2) years experience assigned to salad/sandwich/production preparation is required. Ability to provide leadership and training to others assigned to salad/cold production positions/venues is required.

In order to perform the essential functions of the job, the incumbent must be able to raise containers of ingredients weighing 50 lbs. from floor level to counter height (34") six (6) times per day and 20 lb. containers from floor level to counter height (34") twenty to forty (20-40) times per day. The incumbent must be able to place salad trays weighing 25 lbs. each and place them on racks in carts from 6" above floor level to 6' above floor level, and must be able to push food carts with loads of 100 lbs. distances of 100 feet at least 25 times per day to stock and restock salad bars/venues.

In order to prepare ingredients, the incumbent must be able to operate floor mixers with a control located 60" (5 feet) from the floor and a mixing bowl height of 34"; table top mixers with a bowl height of 50"; and must be able to chop and slice ingredients using hand-held knives, etc. In order to prepare salad ingredients, the incumbent must be able to operate combi oven/steamers, convection ovens, steam kettles and other apparatus. The incumbent must be able to maneuver and manipulate ingredients and hand-held utensils and to operate power-

driven and mechanical equipment, and must be able to stir, slice, cut and perform other salad preparation tasks for 30-60 minutes at a time for the entire length of shift. The incumbent's arms and hands may be exposed to water up to 3 hours per day while washing, rinsing and otherwise preparing ingredients. Most salad/sandwich/produce preparation duties require the incumbent to stand at counters, cooking stations and in the cold production cooler throughout the entire shift.

The incumbent must be able to tolerate exposure to extreme temperatures, ranging from -10° F in freezers to 212° above steamers and steam kettles; to 500° F in convection ovens; to airborne and splattering grease, to high humidity, and to live steam. Unloading trucks exposes the incumbent to the full range of weather conditions. The incumbent must be able to tolerate contact with gluten, processed meats and cheese, raw fruits and vegetables, salad oils, dressings, spices and other salad ingredients. The incumbent must also be able to tolerate exposure to cleansers, de-limers, detergents, bleach, ammonia and ammonia based products, disinfectants and other cleaning and sanitizing agents employed in the kitchens. The incumbent must be able to enter and maneuver in restricted spaces in order to retrieve ingredients from freezers and refrigerators located in production areas. The incumbent must have sufficient vision with or without corrective lenses to accurately read recipes, production sheets, and labels.

A physical examination administered by the employer's designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or to identify the need for a reasonable job accommodation.