



# Amherst College

## Office of Human Resources

### JOB DESCRIPTION

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Title: Garde Manger Cook

Department: Dining Services Reports to title: Kitchen Supervisor / Lead Garde Manger

Full Time:  Academic Year: \_\_\_\_\_ Date Prepared: 02/07/20

Position Grade: AO-1 Regular Daily Work Schedule: Sunday –  
Thursday 11:30 am – 8:00 pm

Pay Type: Weekly  Monthly \_\_\_\_\_ Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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#### 1. Summary of Position:

The Garde Manger Cook supports the efforts of Amherst College Dining Services in providing the campus community with excellent service and production of our menus. This position assists the diverse culinary team with the production and implementation of menu items. This individual takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

The work schedule varies and corresponds to the College's operational needs, but generally is Sunday through Thursday, 12:30 p.m. to 9:00 p.m.. As our work is central to student life, their needs occur at a variety of times throughout the day, week, and year and in such, a flexible schedule with extended shift times is required. This individual may be asked to cover other shifts or work in other areas of the operation based on business demand. In addition, the position is designated as providing essential services and should report to work, or remain on duty even though the College is closed.

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#### 2. Principal Duties and Responsibilities:

##### 90% Preparation

- Prepare assigned menu items to standard, including cold food, packaged field trips and ready-to-eat menu items while adhering to standardized recipes and production methods
- Maintain operational standards and Health Department regulations
- Ensure all areas are maintained in an orderly, clean, and sanitary manner
- Set-up food items prior to and during meals meeting established standards, manage the rotation of goods to ensure highest quality
- Perform work in a safe and efficient manner; ensure operational organization before, during, and after service
- Ensure that equipment used is in sound, working order; tools used are properly cared for and stored
- Communicate operational needs and concerns effectively and pro-actively

- Effectively collaborate with a diverse group of colleagues and students

#### 5 % Inventory

- Assist with the inventory of storage and supply areas
- Inspect deliveries for quality and accuracy and communicate deficiencies
- Communicate product needs through appropriate channels
- Work effectively to reduce waste and loss of supply and goods

#### 5% Perform other duties/functions as requested

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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### 3. Internal-External Interaction/Communication:

The Garde Manger Cook has daily interaction with the campus community, involving both verbal and written communication. This includes but is not limited to: receiving instruction and direction from supervisors, and providing support to the Dining Services team throughout the department; effectively communicating on occasion with a diverse group of customers regarding their needs, suggestions and concerns; reporting operational issues, concerns and needs through appropriate channels.

This requires the ability to read and comprehend instructions, short correspondence, and memos; the ability to write correspondence; and the ability to effectively present information in one-on-one and small group situations with other employees of the organization.

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### 4. Education: (include certifications and licenses)

#### Required:

High School Diploma or equivalent

Current ServSafe Manager Certification or be able to achieve within six (6) months of employment

Allergen Awareness as required by the Commonwealth of Massachusetts

#### Preferred:

Prior foodservice production

Culinary training, certification or degree

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### 5. Experience: (List specific skills necessary to perform this job)

#### Required:

- 1+ year of food preparation experience
- Strong verbal and written communication, customer service, organizational, and time management skills
- Ability to taste and work with any and all ingredients used
- Ability to mathematically reduce and expand measurements required by recipe
- Attention to detail
- A commitment to fostering an inclusive environment for all people

- Work flexible hours based upon operational needs including extended shifts

Preferred:

Volume cold food production experience

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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

This position involves frequent exposure to extreme heat and cold, wet and humid environments, sharp tools, machinery, chemicals, grease laden vapors and fumes, and high noise levels. One must possess the ability to lift, carry, push, and pull up to 50 lbs. and occasionally lift, push, pull, and carry objects over 50 pounds with assistance. The position requires constant/repetitive motions involving the range of full body use including fingers, arms, knees, hands and wrists. Position requires; bending, squatting and stooping, reaching outward and above head, constant walking and standing, and ascending/descending stairs. Manual dexterity including grasping and manipulating tools/equipment, and adjusting controls. Close visual concentration including the ability to perceive color, contrast, and depth is also required as well as the ability to taste and work with any and all ingredients used.

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7. Decision Making:

Some choice of action where routine tasks are done within established guidelines. Decisions and actions are usually reviewed regularly by supervisor. Objectives are established by supervisor. Employee's work is assigned with limited arranging of own work, receiving guidance, instruction and direction from supervisor or others. Work is fairly routine and directed, but may at times involve frequent changes in priorities.

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8. Supervision Exercised / Received:

Considerable supervision received by supervisor. May at times instruct Service and Support staff in the use or storage of product.

Supervisory Responsibility: Yes \_\_\_\_\_ No X \_\_\_\_\_

Number of Employees Supervised: 0 \_\_\_\_\_

