



**Amherst College**  
**Office of Human Resources**

**JOB DESCRIPTION**

---

Title: Third Cook

Department: Dining Services Reports to title: Executive Chef

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: 1/14/20

Job Group and Level: AO-2 Regular Daily Work Schedule: 11:00 AM –7:30 pm Wednesday -Sunday

Pay Type: Weekly X Monthly \_\_\_\_\_ Months Per Year: 12 Hours Per Week: 52

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

---

1. Summary of Position:

The Third Cook- supports the efforts of Amherst College Dining Services by providing the campus community with excellent service through the quality production of our breakfast and lunch menus. This position supports a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment. This position ensures that the quantity and quality of our production are consistent with the standards of Dining Services and works with members of the team to meet and exceed our customers' expectations. This individual produces menu components from fresh and exceptional ingredients and is proficient in the technical skill and knowledge required to achieve this, being well versed in food, its history, and trends. This position involves direct customer interaction and display/demonstration cooking requiring oneself to present at all times in a professional, approachable and supportive manner.

The work schedule varies and corresponds to the College's operational needs, but generally is Wednesday through Sunday 11:00 am – 7:30 pm. At times, this position may be asked to assist with evening production in student dining or assist with catering and campus-wide events at any time. 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. 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.

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

---

## 2. Principal Duties and Responsibilities:

### 85% Preparation

- Prepare assigned menu items to standard, including hot and cold food 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
- Help to maintain the accuracy of production schedules and usage reports
- Maintain a commitment to the quality of our resources and work to prevent loss and eliminate waste
- Promote our standards of quality and service and the safety of our work environment
- Effectively collaborate with a diverse group of colleagues and students

### 5% Menus

- Help create, maintain, and serve seasonal, fresh menus from exceptional ingredients
- Assist with product and process refinement
- Assist with new product research and development
- Corrects discrepancies in production sheets and recipes

### 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% Other responsibilities performed as requested or assigned

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

---

## 3. Internal-External Interaction/Communication:

The individual has daily interaction with the campus community, involving both verbal and written communication. This includes but is not limited to: working directly with our customers in a display cooking setting; accepting the direction, training and support provided by supervisors; effectively communicating 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

---

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

### Required:

- High School Diploma or equivalent
- Current ServSafe Manager Certification or be able to achieve within (6) months of employment
- Allergen Awareness as required by the Commonwealth of Massachusetts

### Preferred:

- Associate's degree or equivalent in Culinary Arts

---

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

- 2 + years of food preparation experience including hot and cold food production, breakfast production and egg cookery, high volume catering/banquet production, buffet presentation, a'la carte cooking, baking, and pastry
- 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
- Work flexible hours based upon departmental needs including extended shifts
- A commitment to fostering an inclusive environment for all people

Preferred: 3 – 5 years' experience in a similar, high volume, scratch operation

---

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.

---

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; at times may perform work independently with prior instruction. Work is fairly routine and directed, but may at times involve frequent changes in priorities.

---

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

