

Culinary Associate Checklist

Mark the tasks this position will be expected to perform

- ☐ Develops and implements policies and procedures
- ☐ Receives cash, check, credit card, meal plan cards
- ☐ Monitor food production logistics
- ☐ Clean and sanitize work area
- ☐ Researches new retail items, establishes prices
- ☐ Crush cardboard
- ☐ Check and fill soap dispenser
- ☐ Work station set-up
- ☐ Soaking, scrubbing, scraping, sorting, stacking dishes and other items
- ☐ De-liming dishwasher
- ☐ Monitor equipment
- ☐ Serve coffee, beverages, baked goods
- ☐ Miscellaneous food and beverage set-up and closing
- ☐ Follows batch & progressive cooking procedures and technique
- ☐ Supervision and training of staff
- ☐ Checks inventory and reports needs to supervisors
- ☐ Designs promotions, programs and menus
- ☐ Food production leader with general oversight of others
- ☐ Ensures product quality and quantity and cost control
- ☐ May bake using standard mixes to produce bakery items
- ☐ Bake prepared or frozen baked goods & monitor dough temperatures
- ☐ Follows pre-defined steps for baking
- ☐ Provide preparation of entrees
- ☐ Estimate amounts of foods needed and prepare recipes accordingly
- ☐ Secures food storage areas, coolers & freezers
- ☐ Ensure set-up of service lines
- ☐ Monitors food usage
- ☐ Receives cash, check, credit card, meal plan cards
- ☐ Manage and oversee staff and personnel concerns
- ☐ Hiring, training, evaluating, disciplining of employees
- ☐ Sets standards for customer service, efficiency, and cleanliness
- ☐ Washes dishes, pots, pans, silverware
- ☐ Budget, inventory, labor and supply cost oversight
- ☐ Documents production/leftovers for managers
- ☐ Rotates and Stocks shelves
- ☐ Bakes rolls, bread, cookies, pies, cakes, muffins, sweet rolls, and pastries
- ☐ Weighs, cuts, shapes dough
- ☐ Maintains inventory of baking supplies