

CENTRAL SCHOOL DISTRICT

Job Title: Nutrition Services Chef Manager

Occupational Group: Food Service

Reports to: Director of Child Nutrition and Purchasing

Date of Board Approval: May 11, 2023

Work Year: 12 months

DEFINITION

Under the direction of the Director of Child Nutrition and Purchasing, manages, supervises, and coordinates nutrition service operations. Duties include: organizing and directing kitchen operations; developing recipes and menus; costing of meals; assuring the timely preparation and delivery and/or receipt of meals and other food items for assigned special programs; assuring the proper operation of kitchen facilities; training and supervising staff and, ensuring compliance with District, state, and federal requirements related to student nutrition and perform other related duties as assigned.

QUALIFICATIONS

Education/Certification:

- Completion of a two year degree in culinary arts or an apprenticeship program offered by a professional culinary or trade institute.
- Valid California Driver's License and safe driving record.
- Serve Safe Certificate (to be obtained within twelve (12) months of employment).
- Department of Justice clearance.
- Current TB test with screening every 4 years to remain up to date.
- USDA Professional Standards: Maintain a minimum of 10 hours of annual continuing education/training in the areas of the Child Nutrition Programs and food safety.

Experience:

- Five years of recent full-time experience in large quantity institutional food preparation, distribution and/or service which included two (2) years of supervisory experience.

Knowledge and Abilities:

Knowledge and ability of:

Methods and techniques for preparing, cooking, baking, and serving food in large quantities; standard food service terminology, appliances, and equipment; sanitation and safety practices; menu planning, nutrition, and National School Lunch program requirements. Skills to perform basic math calculations, maintain inventory control, use standard office equipment including computer data entry techniques; spreadsheet, word processing and data base software programs. Knowledge of modern methods of food preparation, health codes and sanitation principles, nutritional requirements. Abilities to understand and carry out oral and written instructions and communicate with and direct other personnel. Establish and maintain cooperative and effective relationships with those contacted in the course of the workday, including staff, students, and parents; provide positive customer service and ability to problem solve, be flexible, and adjust assignments on short notice.

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ESSENTIAL & REPRESENTATIVE DUTIES —No one position will necessarily include all of these duties nor is any one position limited to any one or more of these duties:

1. Creates a program of innovative recipe development with emphasis on scratch and speed scratch cooking. Program will make effective use of U.S.D.A. commodity foods. E
2. Communicates and coordinates internally and externally for the purpose of providing information dissemination, information gathering, decision recommendations and problem identification and resolution. E
3. Creates and disseminates policies and procedures (e.g. menus, programs, recipes, sanitation, handling of equipment, etc.) for the purpose of ensuring information dissemination as required by state and/or federal guidelines; and, ensuring the nutritional requirements of students are met. E
4. Performs cooking demonstrations and product tests at various school sites. Confers with students to gather input and create menus that appeal to students and staff. E
5. Manages, supervises, and coordinates personnel for the purpose of ensuring efficient operation of the department; and providing training and development, performance evaluations, and recommendation on hiring, discipline, firing, problem identification, and resolution.
6. Manages, oversees, and prepares food and beverages for the purpose of ensuring compliance with federal and/or state guidelines; and ensuring nutritional requirements and nutritional needs are met. E
7. Assist in menu planning, maintaining the nutrient analysis database, and adhere to predetermined menus. E
8. Requisition, receive, and store food items, equipment, and supplies. E
9. Establish and maintain a variety of computerized files and records including inventory and equipment maintenance. E
10. Work with the Director to provide staff development in current food service practices. E
11. Provide technical input into the performance appraisal of food service workers. E
12. Maintain accurate and confidential records with respect to food service personnel. E
13. Participate as a member of the Nutrition Advisory Council.

WORKING CONDITIONS

Office and kitchen environment; employee will occasionally perform duties at various district site locations; position requires working in an indoor and outdoor environment and at times in inclement weather; employee will be exposed to a variety of environmental conditions; extreme cold (walk-in refrigerator/freezer); heat (stoves, ovens); position requires heavy lifting, carrying, pushing, and pulling of objects; employee may be exposed to communicable diseases; blood borne pathogens exposure and anti-social/hostile behavior.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, lift up to 40 pounds, push, pull, reach overhead, kneel, squat, and climb stairs: physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions.

PROFESSIONAL EXPECTATIONS:

1. Be responsible and adhere to appropriate technology use, upholding conscientious, sound judgement when using social media.
2. Wear appropriate and safe attire.
3. Maintain consistent, punctual, and regular attendance.