



## **DISTRICT CHEF**

### **GENERAL RESPONSIBILITIES**

Under the leadership of the Operations Supervisor, the District Chef is responsible for working collaboratively with the Nutrition/Training Coordinator to plan menus for all school cafeterias. The District Chef will collaborate with a team to include the Director, to implement the division's scratch cooking initiative and develop a curriculum to train existing employees the necessary tasks to implement this initiative.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist in planning and creating appealing menus that meet school nutrition standards; considers customer base, popularity, holidays, cost, and other applicable factors into planning menus.
- Develop cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Work with manufacturers to formulate new food items.
- Provide culinary training to school nutrition managers and school nutrition staff to meet the needs of students.
- Maintain food cost control through planning, forecasting, ordering and receiving.
- Test recipes and techniques for food preparation and presentation to ensure quality control.
- Assess customer preferences, industry trends, and current research to plan menus that encourage participation in the School Nutrition Program (SNP).
- Work with school staff, teachers, parents, and physicians to plan menus for children with special nutrition needs.
- Train employees in all aspects of the school nutrition program including methods of food, preparation, serving, storage and sanitation; coach employees by creating shared understanding about division goals and initiatives.
- Assist with equipment and product selection for foods used in the School Nutrition Program.
- Monitor and retrain managers and staff in the production, use and care of equipment and presentation techniques, as needed.
- Comply with operational fundamentals such as managing waste, standard menus, recipes and ingredients through developing customer driven menus and labor or preparation standards.
- Ensure compliance with all applicable policies, rules and regulations, as well as, food, occupational and environmental safety polices are adhered to in all culinary and kitchen operations.
- Ensure all Hazard Analysis Critical Control Point (HACCP) requirements and standard operating procedures are up to date and enforced.
- Develop and implement a comprehensive nutrition education program using school cafeterias as learning laboratories.
- Organize and maintain records as required by federal, state, and local regulations.
- Oversee special catering events and where necessary, offer culinary instruction and demonstrate techniques.
- Perform related work as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must have a thorough knowledge of established food service standards and practices, and federal, state, and local regulations related to the school nutrition program. Must have experience training food service employees in food preparation, use of equipment, and food presentation techniques. Must have the ability to plan and supervise food preparation based on sound principals of nutrition, customer acceptability, and cost control; ability to manage multiple projects and priorities; ability to communicate effectively and professionally with the public, students, staff, and administrators in a tactful, considerate, and cooperative manner; ability to operate standard office computer software. Must have excellent organizational, decision-making, customer service, presentation, and verbal and written communication skills.



**EDUCATION AND EXPERIENCE**

**Required:**

**Associate degree from an accredited Culinary Arts School.**

Certificate from an accredited culinary arts school.

A minimum of three (3) years' experience as a Chef.

A valid ServSafe certification issued by the local health department.

**Preferred:**

Food Service experience in a school setting.

Certified Executive Chef (CEC) certification.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, standing, and stooping. Work involves moderate exposure to unusual elements such as extreme heat and hazards such exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license

National Restaurant Association ServSafe Certification

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 3/18, 5/20
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