

SUPERVISORY JOB DESCRIPTION

CHILD NUTRITION SERVICES CULINARY SUPERVISOR (CHEF)

JOB SUMMARY:

Under the general direction of the Child Nutrition Director, provides culinary leadership in development and production of new and existing recipes and menu items. Provides culinary leadership and training for all Nutrition Services staff and technical support in recipe development, kitchen workflow efficiency and operational equipment for all sites. Works with students to guide menu development; plans and implements new products to provide optimum services for students, staff, and community.

ESSENTIAL JOB FUNCTIONS:

- Provides culinary guidance to all Child Nutrition Services (CNS) Staff, CNS Supervisors and District staff.
- Develops recipes and menu components that align with federal meal program nutrition requirements and District Wellness standards, meets budgetary and quantity production restraints.
- Provides recipe tastings, food demonstrations, and food evaluations.
- Trains staff on standardized recipes for reproducible results.
- Performs market research and conducts recipe/product demonstrations and tastings with students and District staff for acceptable menu items; analyze feedback; revises as necessary.
- Analyzes production operations for food and labor costs; recommend implementation of improvements in preparation, packaging, transportation and service for improved quality and efficiency standards.
- Identifies opportunities for and oversees training for Child Nutrition Services staff as it relates to food production, operation of equipment, culinary skills-based learning, meal service and presentation with the goal of increased participation, profitability and meal quality.
- Maintains food service facility and equipment; inspects and reviews the food preparation and serving areas to ensure appropriate cleanliness and sanitation standards.
- Implements, utilizes, and maintains cost effective quality and portion control procedures; assures proper food item portions are prepared and distributed.
- Conducts and/or assists in the professional development, in-service and on-site training of Child Nutrition Services staff.
- Identifies and establishes new markets and opportunities for quality food procurement; evaluates pricing; places orders and plans delivery and preparation for enhanced quality.
- Observes kitchen operations, recommends improvements and strategic objectives for short-term and long-term plans in accordance with budgetary guidelines and District needs.
- Serves food to students, staff, and the public.
- Delivers and serves special event caterings as needed. Re-stock items throughout event and performs clean-up.
- Works with local growers to obtain locally grown fresh food, including, but not limited to fresh fruits and vegetables.

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- Supervises and evaluates the performance of assigned staff; interview and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; plans, coordinates and arranges for appropriate training of staff.
- Develops and prepares various budgets and long-range plans for department functions; analyzes and reviews budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; utilizes computer spreadsheet software programs and maintains appropriate records.
- Marketing through traditional and social media outlets.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Prior work-related experience with increasing levels of responsibility including supervision of personnel and projects.
- Knowledge of the proper methods of preparing, cooking and storing food, health and safety rules and regulations pertaining to the food service industry, methods of preparing food in large quantities to provide quality food items to students and staff, and large-scale ordering for multiple sites utilizing computer applications.
- Ability to organize work groups to complete jobs efficiently and in a timely manner and effectively supervise the work of several groups; prepare program plans to enhance operations and improve services to clients; effectively interpret policies, procedures, and laws and analyze data and draw logical conclusion; work effectively both independently and as a team member; ability to communicate effectively orally and in writing and to establish and maintain effective relations with staff and public; communicate and interact effectively and professionally under pressure.

EDUCATION AND EXPERIENCE:

- Any combination of equivalent to a bachelor's degree in nutrition, business administration, or related field and two years increasing responsibility experience with food production and/or restaurant nutrition program.
- Valid Servsafe certificate.