



HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

NUTRITION SERVICES CHEF MANAGER

JOB SUMMARY

Under general supervision of the Director of Nutrition Services, coordinate and supervise special programs; participate in the work of the Production Kitchen including school site production, summer feeding program, Lunch Express, catering and vended services. Collaborate with the Nutrition Services Supervisor to plan, coordinate and execute all department-wide catering and special events. Assume responsibility for school site production functions; conducting on-site review of school site food production and preparation, safety and sanitation to ensure compliance with District, federal and state regulations and policies; develop recipes, including meal contribution calculations, costing, production and presentation; train and assist with supervision of production personnel; assist in preparation and establishment of menu, food utilization rules and standards; and perform other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Participate in the development and implementation of goals, objectives, policies, and procedures related to the Nutrition Services Department;
- Plan, organize, control and evaluate the work of assigned personnel; develop, implement and monitor work plans within work sections, which includes, student and staff meals, catering and other special feedings;
- Provide training in the preparation and distribution of food items in an efficient manner, maintaining high standards of food preparation and service with an emphasis on producing appetizing and appealing meals through plate presentation and product consistency;
- Monitor and train staff to ensure adherence to appropriate food safety and sanitation practices;
- Work with Nutrition Specialist and other department personnel to execute special student activities and program marketing (e.g. taste tests, cooking demonstrations, barbecues, etc.);
- Interact and engage students to gain feedback for meals provided to sites;
- Conduct recipe development, with a focus on nutritious menu choices and efficient utilization of commodity food stuffs, including crediting, scaling and recipe costing;
- Assist production personnel in proper forecasting and ordering practices;
- Assist in evaluating equipment and tools used in production and food distribution, including development of product specifications;
- Assist in planning, organizing, and conducting, workshops and in-service presentations for school meal program guidelines which include but are not limited to food preparation, presentation, production planning, food safety and sanitation, and other related topics;

NUTRITION SERVICES CHEF MANAGER
(Continued)

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES (Continued)

- Conduct product evaluations and perform calculations to verify accuracy of information against regulatory standards. Recommend adjustments and corrections as needed;
- Prepare reports and presentations in a variety of formats;
- Communicate with administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information;
- Assist in planning and openings of new food facilities and modernization of existing facilities;
- Occasional evening and weekend work required;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Applicable local, state and federal laws, regulations and procedures as they pertain to the National School Lunch, School Breakfast, After School Snack, and Child and Adult Care Feeding programs;
- Techniques of menu design, recipe development, food preparation and production;
- Principles, procedures, methods and strategies of organization, administration, supervision, training and management;
- Correct English usage, spelling, grammar and punctuation;
- Proper methods of preparing and cooking foods in large quantities; methods of computing food quantities to make desired portions;
- Special event planning;
- Principles of safety and sanitation and HACCP food safety system;
- Food facility planning functions;
- Procurement and inventory processes;
- Principles of employee discipline.

Ability to:

- Prepare and create a wide variety of cuisines, including traditional and contemporary fare;
- Work independently with minimal direction;
- Direct the preparation of healthy and attractive school lunches, staff meals and special event caterings;
- Meet schedules and timelines;
- Assign, supervise and inspect the work of subordinates;
- Analyze and recommend innovations in production operations
- Establish and maintain effective working relationships with those contacted in the course of work;
- Communicate clearly, both orally and in writing;
- Deal courteously and tactfully with those contacted in the course of work;
- Prepare clear, concise, accurate and innovative reports and records;

NUTRITION SERVICES CHEF MANAGER
(Continued)

EMPLOYMENT STANDARDS (Continued)

Ability to: (Continued)

- Operate a computer using word processing, spreadsheet, e-mail and other business software;
- Develop and implement operational and training policies and procedures;
- Develop work plans and task analysis;
- Conduct staff in-service trainings.

EDUCATION AND EXPERIENCE:

Education: Requires completion of a two-year college, with an Associate's degree, in Culinary Arts OR an apprenticeship program offered by a professional culinary institute or trade industry association.

Experience: Requires at least five (5) years of quantity food preparation as a chef or food production supervisor, preferably in an institutional food service environment. Strong background in human relations and supervision is preferred.

REQUIRED LICENSES AND/OR CERTIFICATES

- Must possess and maintain a valid ServSafe Certification
- May be required to provide own transportation to sites during the workday. If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment, have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential duties and responsibilities of the position.

Physical Demands: Sitting (up to continuously) stand for extended periods of time, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs(infrequently); repetitive hand activities with close reach, such as keyboard, mouse, handwriting, files and phone (continuously), lift/carry up to 50 pounds; read printed matter and computer screens, understand speech at normal levels, use seeing, hearing and speaking.

Working Conditions: Indoors: office setting, schools, kitchen; Outdoors: school grounds, driving, district facilities; Exposure to: inside/outside temperature swings, moderate noise from office and kitchen equipment; kitchen and office dust and fumes or airborne particles;

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Classified Management Position
Salary Range 47

May 2015