

CHEF

JOB SUMMARY

Under general supervision, the Chef cooks and leads the preparation of healthy, daily meals and snacks for students District-wide, and researches, develops, adjusts, implements and evaluates recipes.

DISTINGUISHING CHARACTERISTICS

This classification differs from other classifications in that the incumbent cooks and leads the day-to-day food preparation and operation of meal and snack production, which includes cooking meals from scratch, adjusting and developing healthy recipes for students, and evaluating recipe analyses and feedback from taste tests, students and parents. A Food Service Specialist, on the other hand, differs from this classification in that the incumbents participate in and lead other specialized food service areas such as cold production, special events, catering and dispatch. The higher classifications of Food Production Coordinator Assistant and Food Production Coordinator are responsible for the coordination and supervision of all aspects of food production, food safety, food distribution and staffing of the central kitchen operation.

SUPERVISION RECEIVED AND EXERCISED

The job incumbent in this classification reports directly to the Supervisor of Nutrition Services. The job incumbent does not supervise other personnel.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Prepares, cooks, bakes, grills, heats and organizes food from scratch, and prepackaged food items, meals and snacks, for students District-wide.
- Develops healthy and budget friendly recipes;
- Researches, develops, improves and evaluates recipes by utilizing industry-related resources and networks, and feedback from staff, students and parents;
- Conducts recipe analyses in collaboration with the Supervisor of Nutrition Services;
- Performs recipe modifications, conversions and/or calculations;
- Weighs, measures, mixes, cuts, and/or reconstitutes ingredients based on recipes as needed
- Provides information to students, parents, administration and the public;
- Participates in setting food quality standards regarding food production;
- Schedules, organizes and leads the work activities of main dish and meal production staff;
- Trains staff on meal production-related activities;
- Maintains and ensures that work areas and equipment are clean, safe to use and in compliance with applicable sanitary standards and codes;
- Maintains accurate records and processes documents related to Nutrition Services such as food inventory and production records;
- Ensures proper food safety, including food storage and meal quality in compliance with health and sanitation requirements;
- Organizes, participates in and/or leads stocking of food items in storerooms, refrigerators, freezers and other locations, and ensures that food and related supplies and materials are available for use;
- Compiles and/or coordinates food counts and determines quantities for food orders;
- Operates a variety of cooking and kitchen machines, equipment, utensils and appliances such as convection ovens, commercial sanitizers, combination ovens, grills, gas ranges and steam kettle jackets;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED is required. Verifiable formal coursework or training (i.e., vocational or college) in food service or a related field is preferred.

Experience: Two (2) years of experience in cooking food for institutional settings (e.g., school districts, hotels, hospitals, restaurants), including one (1) year of recipe development, is required.

Knowledge of:

- Principles and practices of healthy cooking, eating and recipes;
- Principles, regulations, practices and methods of large food preparation, production, sanitation and safety;
- Applicable District policies, regulations, processes, procedures, protocols and rules;
- Use of equipment, food weights and measures;
- Principles, regulations, practices and rules of food sanitation and safety, and workplace safety;
- Principles, practices and/or techniques of record keeping;
- Proper use and care of kitchen appliances and equipment;
- Interpersonal skills using tact, patience and courtesy;
- Practices and techniques of record-keeping;
- Practices and techniques of proper and safe lifting;
- Practices and methods of basic inventory;
- Practices of excellent customer service;
- Formal English and word usage;
- Basic arithmetic;
- Applicable computer software applications and programs including Microsoft Office Suite.

Ability to:

- Effectively and safely cook and prepare large quantities of food and meals from scratch;
- Read, understand, follow, modify and develop recipes to increase and improve nutritional value, taste and healthiness;
- Performs recipe development, conversions, computations, modifications and improvements;
- Effectively lead, plan and organize the work activities of main dish and meal production staff;
- Performs accurate arithmetical calculations related to food production;
- Monitor food expiration dates and par levels of items stored;
- Adhere to Federal Meal program requirements;
- Work independently with minimal supervision;
- Effectively and accurately maintain inventory control and records;
- Communicate clearly and effectively;
- Comprehend and effectively follow oral and written instructions;
- Effectively handle and resolve conflicts that may arise;
- Effectively manage and adjust to change;
- Effectively exercise discretion and judgment in choosing appropriate courses of action in a timely manner and responds appropriately with tact, patience, courtesy and urgency;
- Effectively build rapport, and establish and maintain cooperative, working relationships with others, including students, parents, District personnel and staff;
- Take initiative;
- Effectively prioritize, handle and respond to stress and changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Effectively anticipate the needs of customers and provide excellent customer service;

- Safely learn, operate, utilize and test for proper functioning of a variety of cooking and kitchen machines, equipment, utensils and appliances such as convection ovens, commercial sanitizers, combination ovens, grills, gas ranges and steam kettle jackets;
- Assemble and disassemble equipment for cleaning;
- Operate a variety of office equipment and utilize various computer software applications (e.g., Word) and programs for the preparation of correspondence and reports, etc.;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class C California Driver’s License and insurability to drive a District vehicle as part of the District’s Pull Notice program is required.
- A valid ServSafe California Food Handler Certification is required.

Special Information:

- The operation of a District vehicle is required.
- All applicants will be required to submit a recent (less than one month old from the recruitment closing date) DMV printout (H-6) showing their driving records for the past 10 year.

PHYSICAL STANDARDS

The work environment and physical demands of the positions described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position.

Work Environment: The incumbent generally works in an indoor kitchen environment that is exposed to heat from ovens, hot foods, steamers, cleaning chemicals, fumes, equipment and metal objects. The incumbent handles all types of food. The incumbent also works around knives, dicers, mixers, slicers and other sharp objects and will be required to drive a vehicle to and from school sites and/or Nutrition Center during all seasons. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud depending on specific worksites and/or equipment operation.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in a large kitchen and school settings as follows: to stand for prolonged periods of time; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl; to occasionally reach with hands and arms, reach overhead, above shoulders and horizontally; to use hands to handle objects and tools, to operate nutrition service equipment; to independently and regularly lift and/or move up to 50 pounds and up to 60 pounds with assistance which includes objects such as sacks of food, boxes, food carts, kettles and supplies; to push and/or pull items on food carts with wheels that may weigh up to 500 pounds with or without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to monitor food quality and quantity, order supplies, etc.; to hear within the normal audio range with or without correction; to communicate orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid driver’s license and acceptable driving record to maintain insurability is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Chef	Personnel Action	Personnel Action Date
	Adopted by the Personnel Commission	08/20/2018