

DESERT SANDS UNIFIED SCHOOL DISTRICT
Classified Personnel Services

Classification: NUTRITION SERVICES CHEF MANAGER
Employment Category: Management /Supervisory

Salary Range: 21
FLSA Designation: Exempt

Job Summary:

Under direction, manages, supervises and coordinates nutrition service operations at the nutrition services central kitchen and assigned school sites. 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 central kitchen facility; supervising staff and, ensuring compliance with District, State and Federal requirements related to student nutrition.

• **Essential Job Functions:**

- **Creates** a program of innovative recipe development with emphasis on scratch and quick scratch cooking. Program will make effective use of U.S.D.A. commodity foods.
- **Communicates** and coordinates internally and externally for the purpose of providing information dissemination, information gathering, decision recommendations and problem identification and resolution.
- **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.
- **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.
- **Maintains** inventory (commodities, equipment, supplies, etc.) for the purpose of ensuring availability of necessary supplies and ensuring safe and sanitary condition of facility.
- **Maintains** documents and information (e.g. menus, daily production records, etc.) for the purpose of ensuring compliance with State and Federal regulations and accurate documentation of information as required.
- **Manages**, supervises and coordinates personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and recommendations on hiring, discipline, firing, problem identification and resolution.
- **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.
- **Oversees** safety and sanitation of kitchen facility for the purpose of maintaining a clean and safe environment to ensure the health of employees and end users.
- **Procures** food items from vendors for the purpose of ensuring availability of necessary supplies in quantities adequate to prepare meals as planned.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.
- **Reviews and oversees** scheduled catering event requests weekly to determine ordering needs, prepares requests for products and equipment to be ordered.
- **Reviews and oversees**, stocking, gathering, and delivery of perishable and non-perishable goods to satellite food service operations and/or catered events.
- **Inspects** food items for the purpose of verifying accurate quantity and quality of orders and complying with mandated health requirements.
- **Maintains** and repairs inventory and equipment for the purpose of ensuring safety and proper operating condition.
- **Prepares** documentation for the purpose of providing written support and/or conveying information.
- **Purchases** from warehouse and outside vendors food and supplies for various events.
- **Secures** work area, site and facilities for the purpose of ensuring security of district facilities and property.
- **Assists** in central kitchen or café as needed
- **Reduces** risk of food related illness by monitoring and correcting time/temperature of foods at critical points. Keeps records for Hazard Analysis Critical Control Points (HACCP) by compiling manufacturer data, central kitchen food handling data and utilizes this data for rotation of stock and recalls.
- **Administers** first aide for the purpose of meeting immediate medical care needs.
- **Attends** meetings, classes and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- **Transports** money and food items for the purpose of securing funds and picking up food or supplies.
- **May** work flexible schedule to accommodate functions during morning or evening hours.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to use cleaning agents, supplies and equipment; perform basic math to calculate accurate dilution of cleaning agents. Skills in the preparation of large quantities of food, plan menus, operate, care for and maintain institutional kitchen equipment. Skills to perform basic math calculations, maintain inventory control, use standard office equipment including computer, and communicate effectively. Knowledge of modern methods of food preparation, health codes and sanitation principles, nutritional requirements. Abilities to understand and carry out oral and written instructions communicate with and direct other personnel.
- **Physical Requirements:** Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 45 pounds, frequently lift up to 30 pounds and constantly lift a minimum of 15 pounds. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Mechanical Hazards (Oven doors, mixers) Electrical (Electrical appliances) Burn Hazards (Hot pans, steam tables). Noise (Banging pots and pans, slamming doors (Refrigeration units, walk in coolers, freezers) mixers); Other Hazards (Wet surfaces). Other Atmospheric Hazards: Fumes (Cleaning solvents) Mists (boiling water, dish water) Odors (Oven cleaners, bleach, cleaners)

Protective Clothing/Devices (Latex gloves, aprons, hair nets, back brace).

- **Education & Training Required:** Completion of a two year degree in culinary arts or an apprenticeship program offered by a professional culinary or trade institute and five (5) years of increasingly responsible experience in quantity food preparation or service which included two (2) years of supervisory experience
- **Licenses, Certifications, Bonding, and/or Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Must possess a valid California driver's license.
 - Must possess or have the ability to obtain a Certified Food Manager Certificate within six (6) months of employment.

Board of Education: 10/03/2017