

**PLEASANTON UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

TITLE: Culinary Chef/Coordinator 2

CLASSIFICATION: Classified Management

REPORTS TO: Child Nutrition Services Director

**DESCRIPTION:**

Under the general supervision of the Program Administrator/Supervisor, the Chef/Coordinator provides culinary oversight of the Food Service Program. The Chef/Coordinator will provide leadership in development and production of new and existing recipes and menu items, provide culinary leadership, coordinate standardized recipes and train all Nutrition Services staff for reproducible results throughout the District's schools; Serve as a technical resource in recipe development, kitchen work flow efficiency and operational equipment. Works in conjunction with CNS Coordinator I in the completion of assigned tasks.

**PERFORMANCE RESPONSIBILITIES:**

- Train staff to understand and implement food safety and food quality guidelines and prepare menu items in alignment with the approved recipe and proportion guidelines.
- Supervises, monitors, oversees and evaluates district-wide daily food preparation, menu planning, and assists in food procurement operations and activities.
- Works with students and faculty to guide menu development; plans and implements product and recipe tasting, demonstrations and evaluations.
- Develops and prepares recipes that align with federal meal program requirements and District Wellness standards.
- Prepares written materials to document activities, generate department reports, provide written reference and/or convey information.
- Support the collection and verification of money from cafeteria sales; maintain student and staff food accounts, as directed.
- Responds to inquiries to provide information and/or direction.
- Manage and maintain a wide variety of CNS data, files and records.
- Participate in the preparation and maintenance of a variety of narrative and statistical records and reports related to food service operations; ensure completion of mandated reports in accordance with established timelines.
- Review documents often of a highly confidential nature determine accuracy and appropriateness of scanning.
- Participate in food service cashiering activities; serve food to students, staff, and the public; prepare, balance and account for cash drawers; review and verify accuracy of receipts and transactions; prepare bank deposits as directed.
- Prepare work schedule and assign duties of subordinate food service and student staff; assist in the selection, training, supervision, discipline and evaluation of assigned staff.

- Communicate with students, staff and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; respond to inquiries of students, staff, parents, and the public; provide information and direction regarding student accounts or the type and cost of meals.
- Operate standard office equipment including a computer and assigned software.
- Assist other personnel in the completion of their work activities including Point of Sale information and computer related issues.
- Assist in scheduling, managing and evaluating the performance of food service personnel
- Assist in the coordination of inventory, sanitation and recordkeeping functions;
- Perform related duties as assigned.

#### KNOWLEDGE OF:

- Mathematic calculations and cashiering skills.
- Operation of a computer and assigned software.
- Applicable laws, codes, regulations, policies and procedures.
- Proper English usage, grammar, spelling, punctuation, and vocabulary.
- Office methods and practices; and record keeping practices.
- Food handling and sanitation procedures.
- Inventory and cost controls.
- Proper lifting techniques.
- The National School Lunch and Breakfast Program and their related requirements.

#### ABILITY TO:

- Follow complex, multi-step written, and oral instructions.
- Prepare daily production reports, analyze production operations for food and labor costs.
- Perform a variety of clerical duties to support and maintain files and records.
- Be flexible while working with others in a wide variety of circumstances.
- Work with data in a variety of formats, and compose spreadsheets for data collection and distribution.
- Operate equipment using a variety of standardized methods; problem solve equipment (limited to moderate).
- Work with similar types of data; and utilize specific, job-related equipment.
- Work with others, using problem solving skills to analyze issues, create plans of action and reach solutions.
- Recommend implementation of improvements in preparations, packaging, transportation and service for improved quality and efficiency standards.
- Problem solve with data that may require independent interpretation.
- Apply specific abilities required to satisfactorily perform the functions of the job including: maintaining confidentiality.
- Achieve thoroughness and accuracy when accomplishing tasks - attention to detail.
- Work with detailed information/data.
- Operate Point of Sale (POS) system.
- Work under time constraints, meet schedules and timelines.
- Communicate effectively both orally and in writing.

- Work independently with little direction.

TRAINING AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

- High School diploma or equivalent.
- Three (3) years foodservice experience in the preparation of food in large quantities
- One (1) year lead experience and/or an undergraduate degree in Nutrition, Food Service Management, Culinary Arts or related field.
- The district may, in its sole discretion, substitute extensive or unique experiences, for any required employment standards.

LICENSES AND CLEARANCES:

- Valid certification from the ServSafe Manager Certification Program or equivalent program.
- Valid California Driver's License.
- Minimum annual training as required by the National School Lunch Program (NSLP).
- Criminal Justice/Fingerprint Clearance.
- TB Clearance.

WORKING CONDITIONS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling moderately heavy supplies or equipment up to 40 pounds with assistance as necessary.

TERMS OF EMPLOYMENT:

225 Days, Management/Confidential Salary Schedule

Board Approved: 6/9/2022