

JOB DESCRIPTION
San Diego County Office of Education

CHEF

Purpose Statement:

Under general supervision, the Chef supervises the preparation and serving of food in an outdoor education camp facility; and performs related work.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Distinguishing Characteristics:

This class is distinguished from the next class in the series, the Cook, in that the latter class is responsible for only the preparation of meals on an assigned shift, whereas the Chef oversees an entire small kitchen facility.

Essential Functions:

- Plans, supervises, and trains the work performance of a kitchen staff.
- Orders, receives, and accounts for, food and supplies.
- Leads and participates in the preparation of main dishes, salads, desserts, bakery goods and all kitchen operations.
- Assures that the dining room, kitchen and food preparation and service equipment are kept clean and in good repair.
- Adjusts work schedules and maintains related records.
- Assists in planning menus.
- Develops special menus as requested.
- Establishes menus for weekend groups.
- Investigates and makes recommendations on food service problems.
- Monitors operations to ensure sanitation and safety practices and procedures related to the preparation, serving, and storage of food.
- Conducts on-going food service inventories.

- Assists the Child Nutrition Supervisor in identifying opportunities for improving operational efficiency.
- Interacts with state and local agencies to represent assigned site.
- Assures assigned operations follow standards and guidelines established by the local health department, the Child Nutrition Supervisor and the Child Nutrition program(s) in which the Outdoor Education Program participates.
- Attends meetings, conferences, and food shows to maintain current knowledge related to food service, special dietary needs, and child nutrition, and bulk buying opportunities.
- Provides input for the performance evaluations of food service personnel.

Other Functions:

- Participates in a variety of training opportunities.
- Performs related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Quantity cooking;

Menu planning;

Principles of nutrition, health, first aid and safety;

Effective cost control techniques;

Appropriate food sanitation and health and safety practices and procedures;

Principles and practices of supervision and training.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals; oversee the complete operation of an outdoor school food service program;

Plan menus and order supplies;

Maintain accurate inventory;

Lead the preparation of main dishes, salads, desserts and bakery goods in quantity;

Develop and monitor work schedules;

Perform arithmetic calculations and maintain records;

Operate a variety of kitchen equipment, such as ovens, stoves, cook tops, steam kettle, meat slicer, steam table, warming bins, etc.;

Operate office equipment including word and related software;

Access information online;

Communicate effectively in both written and oral form;

Establish and maintain effective working relationships with those contacted in the course of work.

Working Environment:

ENVIRONMENT:

Duties are typically performed in a kitchen setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate kitchen equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store supplies; lift and move kitchen equipment and supplies weighing up to 50 pounds. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: N/A

Experience: Three (3) years increasingly responsible experience in a food service-related operation, preferably in school and/or institutional setting including supervisory or lead experience of training.

Equivalency: A combination of education and/or experience equivalent to three (3) years increasingly responsible experience in a food service-related operation, preferably in school and/or institutional setting including supervisory or lead experience of training.

Required Testing

N/A

Certificates, Licenses, Credentials

Verification of Food Service Handler Certification is required prior to appointment.

Must be able to obtain a Food Safety Certification and Food Service Managers' Training Certificate within six (6) months of appointment.

Continuing Educ./Training

Once employed, Chefs must maintain required certifications.

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 048

Personnel Commission Approved: July 6, 1972

Revised: 4/2002, 7/2009; 06/2024