CHEF

Purpose Statement

Under general supervision of the Director of Food Service, the job of the Chef is for the purpose of preparing, cooking, baking, serving, delivering and supporting the school meal programs at Tahoe Truckee Unified School District (TTUSD). The role of the Chef includes school site production, and may include summer feeding programs, catering and contracted food services. Collaborate with team members 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 Sous Chefs and Substitutes; assist in preparation and establishment of menu, food utilization rules and standards; and perform other related work as may be required.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Participate in the development and implementation of goals, objectives, policies, and procedures related to the Food Services department;
- Reviewing recipes, preparing recipes, gathering feedback from students regarding recipes.
- Cooking, baking and storing food, ingredients, supplies related to the school meal programs district wide.
- Implement the national school lunch, school breakfast and other federal and state mandated meal patterns and policies.
- Providing a safe, sanitary kitchen, cafeteria and workspace at all times as mandated by local, state and federal food safety guidelines.
- Arranges food and beverage items at the cafeteria, food carts, catering events and special food events for the purpose of making items available for students, staff and community members either for sale or as provided by the state and federal meal programs.
- Prepare menu items as needed to accommodate special dietary restrictions.
- Managing all cash handling, point of service and point of sale transactions, reporting and communicating point of service/sale transactions.
- Collects data, feedback etc from students and staff by way of taste tests, site based food related events, club meeting attendance and culinary demonstrations to enhance/improve student meal participation and dining experiences.
- Orders and receives food, supplies and equipment.
- Assists with developing, testing and managing recipe development, menu cycles for all age groups and meal types, including for profit catering programs.
- Maintains meal production records, food and compost waste inventory, storage inventory, supply and equipment inventory.
- Cooks food, either prepared and/or from scratch for the purpose of meeting projected meal requirements.
- Works with food service personnel (Sous Chef, Substitutes, Interns etc) at assigned sites for the purpose of assisting them in performing their functions in a safe and efficient manner.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Inspects food items and/or supplies for the purpose of verifying quality and usability of items. Reports and communicates immediate food and supply needs to the Director of Food Service.
- Maintains food inventories (e.g. freezer, dry goods, etc.) for the purpose of having supplies available to prepare required meals.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
    - Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.

    - Monitors safe storage and handling of food (e.g. temperature, sealed containers, clean equipment, etc.) for the purpose of maintaining the quality and safety of food.
- Assists the preparation, cooking and serving of food and beverage items for the purpose of ensuring the delivery of items that meet mandated nutritional and health standards.
- Prepares food for special diets (e.g. food ordered by a Physician or Nutritionist, etc.) for the purpose of meeting the special needs of students and staff.
- Prepares purchase orders, reports and reconciliation for the purpose of accounting for monies received and materials and goods distributed.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding food items.
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
- Rotates to other sites and locations for the purpose of training opportunities, enhanced culinary skill building and team building.
- Attends meetings (e.g. workshops, training's, in-service activities, etc.) for the purpose of receiving and/or conveying information.
- Supports and understands District rules, human resources policies and procedures and labor contract provisions.
- Other related duties as may be assigned.

Job Requirements & Skills

Skills

Skills are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in food service operations; basic bookkeeping and record keeping; supervision.

- Oral and written communication skills
- English language skills
- Interpersonal relations skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Organizational skills
- Critical thinking and problem solving skills.
- Manage confidentiality in all aspects of the job.

Knowledge

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards related to food handling and storage; safety practices and procedures; principles and methods of quantity food preparation; supervision practices.

Ability

Ability is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying tact and courtesy; working as part of a team; intermittently perform moderate physical demanding activities; working under limited supervision.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of

some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Lifting a minimum of 25 pounds at any given time. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed under minimal temperature variations and some hazardous conditions.

Experience:
Job related experience with increasing levels of responsibility.

Certificates & Licenses:
Valid and current driver license.
Food Safety Manager Certification preferred prior to employment; Required if employed as Chef at TTUSD.

Education:
High School Diploma or equivalent
Culinary education preferred

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance

Additional Qualifications
Ability to travel to other sites/locations using district vehicles or personal vehicle
Continuing culinary education while employed including but not limited to Chef Ann Foundation trainings and certifications

Supervision
Director of Food Services

Required Testing
Successful Completion of Pre-Employment Process

Continuing Education/ Training
Training attendance at workshops as appropriate

Salary Grade
Range 18

Work Year
195 [CLAS8]