SOUS CHEF

Purpose Statement

Under general supervision of the Director of Food Service, the job of the Sous 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 Sous Chef includes supporting Chef's school site production, summer feeding program, catering and contracted food services. Collaborate with team members to support preparation and service of all meals related to the school meal program. Assists and implements food utilization rules and standards; and performs 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in the development and implementation of goals, objectives, policies, and procedures related to the Food Services department;
- Performs the duties of a Sous Chef which include:
    - 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.
    - 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.
    - Assist with 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.
    - Supports recording all production including food waste, inventory updates and supply inventory.
    - Supports placing orders, receiving orders and communicating with site Chefs and Food Services Director needs of the kitchen in a timely manner.
- Tests and supports recipe development, menu cycles for all age groups and meal types, including for profit catering programs.
- Supports and maintains meal production records, food and compost waste inventory, storage inventory, supply and equipment inventory will be maintained.
- Cooks food, either prepared and/or from scratch for the purpose of meeting projected meal requirements.
- 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 site Chef and/or Food Services Director.
- Supports and 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.
- 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.
- Assists in the preparation of orders, 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.

- Intermediate Oral and written communication skills
- Intermediate 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 performs 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:
Basic Food Handler Certification preferred prior to employment; Required within 30 days of employment

Education:
High School Diploma or equivalent

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 9

Work Year
195 [CLAS8]