

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: NUTRITION SERVICES CHEF

BASIC FUNCTION:

Under the general direction of Nutrition Services Management, performs large-quantity cooking and skilled baking operations in the preparation of student and staff meals at the District's Nutrition Center or a school site kitchen. May assist with baking and catering. Maintains assigned areas in a clean and sanitary condition; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of Nutrition Services Chef is primarily assigned to preparing large quantities of food and main dishes for feeding students and staff. May do some baking and catering. The Nutrition Services Head Chef/Operations Specialist is primarily assigned to assist in directing the operation of a food preparation kitchen, as well as the preparation of larger quantities of food.

ESSENTIAL DUTIES:

Plans, prioritizes and assigns duties to personnel assigned to assist in the preparation of food products and clean-up.

Operates a variety of commercial-type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts, and food processors.

Assists in the preparation of large quantities of food products for transportation to school site kitchens.

Assists in the preparation of special diet meals and district catering.

Maintains assigned work areas in a clean, sanitary, and orderly condition.

Assists in the ordering, receiving, inspecting, wrapping, and storing of food products supplies, and materials; maintains inventory records.

Prepares and maintains daily worksheets; prepares records and reports as directed.

OTHER REPRESENTATIVE DUTIES:

May schedule and coordinate production to meet Nutrition Center requirements.

May make calculations and adjust recipes to produce a required daily quantity of food. May assist in the planning, prioritizing, and assigning of duties.

May assist in training and/or directing assigned personnel in the preparation and packaging of food products.

May suggest trying new foods in the cafeteria.

May promote salad bar choices/teach salad bar techniques.

May encourage fruit/vegetable intake in the cafeteria.

May do some baking and catering.

May encourage healthier alternatives at snack/lunch time

May conduct tours of the District's Nutrition Center that highlight nutrition education.

May taste test nutritious foods.

Performs other related duties as required or assigned.

May occasionally assist in the duties relating to outdoor food service such as barbeques.

May operate district vehicles for food and supply deliveries.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director of Nutrition Services, the Assistant Director, of Nutrition Services or the Nutrition Services Supervisor.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s) and food service personnel.

External Contacts: May have some contact with food service vendors and their delivery personnel, with parents or community members at the school or work site.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of large quantity food cooking, baking, serving, and storing.

Operation, care, and maintenance of commercial kitchen equipment and utensils, e.g., mixers, slicers, steamers, and convection ovens, etc.

Sanitary, safe, and efficient food preparation and handling procedures. Nutrition and dietary requirements and alternative food sources.

Controlling food costs, using appropriate inventory and portion control procedures and techniques.

Federal and state lunch and breakfast program requirements; basic nutritional standards.

Basic arithmetic, including addition, subtraction, multiplication, and division in all units of measure.

Record-keeping principles and procedures.

Basic principles of sanitation, safety, and personal hygiene.

ABILITY TO:

- Produce a wide variety of uniform, high-quality cooked foods and baked goods in large quantities.
 - Read, interpret, and follow standardized recipes; making appropriate calculations and adjustments, as necessary.
 - Plan and organize work efficiently to ensure effective operations and meet schedules and time-lines.
 - Operate commercial kitchen equipment normally located in the District's Nutrition Center and school site kitchens.
 - Understand and follow both oral instructions and written directions.
 - Communicate clearly; provide work direction to assigned personnel when necessary.
 - Work independently, with only general direction.
 - Make arithmetic calculations quickly and accurately; maintain accurate records.
 - Work rapidly and efficiently in the performance of assigned tasks.
 - Operate a motor vehicle in a safe manner.
 - Establish and maintain cooperative working relationships with those contacted in the course of work.
 - Communicate effectively and work courteously and tactfully with co-workers, students, staff and community members.
 - Operate a computer.
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EDUCATION AND EXPERIENCE:

- Education: Any combination of training and experience, which would likely provide the required knowledge and abilities for carrying out the duties and responsibilities of this position. A typical way of achieving this would be a high school diploma or equivalency. Culinary Education preferred.
 - Experience: One (1) year of responsible paid experience in volume food preparation, baking and cooking of a wide variety of main dish items in an institutional food service operation. Work history which indicates an ability to work regularly, on time and perform effectively.
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PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull or otherwise move objects. This type of work involves constant movement within the work area, and will involve stretching, bending, stooping, walking or standing for extended periods of time. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate food service related equipment, and handle work with various materials and objects are important aspect of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. Works in a noisy school site kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam table, refrigerator and refrigerated milk carts; routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California driver’s license.

Satisfactory driving record and work history.

A dependable mode of personal motorized transportation for use in transporting food and supplies, as necessary or required.

Insurability by the District’s liability insurance carrier.

Within the first year of employment, must obtain Food Safety Certification from a recognized provider approved by the Department of Health Services. Certificate must be renewed prior to expiration date.

PREPARED BY:	Classified Personnel Department	DATE: 5/93
APPROVED BY:	Board of Trustees	DATE: 6/3/93
APPROVED BY:	Personnel Commission	DATE: 6/15/93
AMENDED BY:	Personnel Commission	DATE: 2/01
REVISED BY:	Personnel Commission	DATE: 4/20/04
		DATE: 12/17/24