

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: NUTRITION SERVICES HEAD CHEF / OPERATIONS SPECIALIST

BASIC FUNCTION:

Under general supervision assists in the planning, coordination and operation of the District's Nutrition Service's Central Kitchen, warehouse, and school site kitchen; directing and training assigned personnel and participating in the preparation of student and staff meals. May assist with baking and catering; maintains assigned areas in a clean and sanitary condition; Ensures meals served to students, staff, and local school community are safe, of high quality, and meets school nutrition program standards and regulations; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

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

ESSENTIAL DUTIES:

Assists in the planning, organizing, and coordinating of the activities of the District's Nutrition Service's Central Kitchen, warehouse, and school site kitchen staff engaged in preparing large quantities of foods, baked goods and/or catering items for timely delivery to school site kitchens.

Assists in the planning and operation of the year-round nutrition program, including summer programs, Saturday academy, site special events, and district caterings, to ensure district-wide support to staff and students.

Plans, prioritizes, assigns duties, and supports personnel assigned to assist in food preparation and clean up; schedules and coordinates production to meet Nutrition Services department requirements.

Makes calculations and adjusts recipes to produce required daily quantity of food.

Develop and create appealing, cost-effective recipes that meet all local, state, and federal nutritional guidelines and regulations. Keep up to date with current industry trends and developments, evaluating and presenting recommendations to adopt new procedures, foods, materials, or equipment.

Assists in creating recipes, developing menus, calculating cost, and preparations for the Nutrition Service's catering program.

Keep up to date with current industry trends and developments, evaluating and presenting recommendations to adopt new procedures, foods, materials, or equipment.

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

Directs and assists in the preparation of large quantities of food products for transportation to school site kitchens.

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

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

Prepares and maintains daily work sheets; prepares records and reports as directed.

Trains and supports assigned personnel in the preparation and packaging of food products.

Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

Promotes food service operations and special events for the purpose of expanding services and developing nutrition habits in students.

Operates district vehicles.

OTHER REPRESENTATIVE DUTIES:

May suggest trying new foods in the cafeteria.

May promote salad bar choices/teaches salad bar techniques.

May encourage fruit/vegetable intake in cafeteria.

May encourage healthier alternatives at snack/lunch time.

May do some baking and catering.

May conduct tours of the cafeteria that highlight nutrition education.

May taste test nutritious foods.

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

May visit school sites to observe food preparation and provide training and feedback.

Performs other related duties as required or assigned.

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.

Supports the work of other personnel assigned to assist in the preparation of cooked foods and meal preparation.

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, 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 the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sanitary, safe and efficient food preparation and handling procedures.

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.

Nutrition and dietary requirements and alternative food sources.

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

Foods, food quality standards, commercial or institution quality food preparation.

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

Basic principles of team-building and training.

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.

Proficient use of computer; data management software, emails, and point-of-sales systems.

ABILITY TO:

Produce a wide variety of uniform, high-quality cooked and baked foods 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 to meet schedules and time-lines.

Learn to assist in the development of nutritionally balanced menus; appropriate for the tastes, growth and development of children.

Communicate clearly; providing work direction to assigned personnel.

Support and train assigned personnel.

Learn to estimate amounts of materials needed for use in the preparation of daily breakfast, lunch and supper menus, and to make adjustments in recipes so that the amounts of food prepared do not exceed amounts of food needed each day.

Operate and train staff to utilize commercial kitchen equipment normally located in the District's Nutrition Service's Central Kitchen and school site kitchens.

Understand and follow both oral instructions and written directions.

Work independently, with only general direction.

Make arithmetic calculations quickly and accurately; maintain accurate records.

Operate a motor vehicle in a safe manner.

Work rapidly and efficiently in the performance of assigned tasks.

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 and on-site personnel.

Operate a computer.

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: Two (2) or more years of responsible paid experience in a lead role, handling high volume food preparation, baking and cooking of a wide variety of main dish items in an institutional food service operation. Some catering experience is desirable. Work history which indicates an ability to work regularly, on time and perform effectively.

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. 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 and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the 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 Manager Certification from a recognized provider approved by the Department of Health Services. Certificate must be renewed prior to the 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
REVISED BY:	Personnel Commission	DATE: 4/20/04
REVISED BY:	Personnel Commission	DATE: 12/17/2024