



JOB DESCRIPTION

NUTRITION SERVICES CHEF MANAGER



Reports to:	Director of Nutrition Services	Employment Group / Salary Range:	Classified Management
Dept:	Fiscal	FLSA:	Exempt
Annual Work Days:	261	Formal Review Date: Board Approval Date:	June 27, 2025 July 7, 2025

PRIMARY FUNCTIONS

Under general supervision of the Director of Nutrition Services, coordinate and supervise Nutrition department culinary programs; Lead and participate in the work of the Scratch cooking initiative, including school site production, NSLP, NSBP summer feeding program, catering and vending services. Collaborate with the Nutrition Services Director to plan, coordinate and execute all department-wide food programs. Assume responsibility for food production functions; conducting on-site training and 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 with supervision of production personnel; assist in menu development, recipe testing; and perform other related work as may be required.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Participate in the development and implementation of goals, objectives, policies, and procedures related to the Nutrition Services Department;
- Plan, organize, control and evaluate the work of assigned personnel; develop, implement and monitor work plans within work sections, which includes, student and staff meals, catering and other food programs;
- Provide training in the preparation and distribution of food items in an efficient manner, maintaining high standards of food preparation and service with an emphasis on producing appetizing and appealing meals through plate presentation and product consistency;
- Monitor and train staff to ensure adherence to appropriate food safety and sanitation practices;
- Interact and engage students to gain feedback for meals provided to sites;
- Conduct recipe development, with a focus on nutritious menu choices and efficient utilization of commodity food stuffs, including crediting, scaling and recipe costing;
- Assist director in proper forecasting, inventory management and food and non-food supplies procurement;
- Assist in evaluating equipment and tools used in production and food distribution, including development of product specifications;
- Assist in planning, organizing, and conducting, workshops and in-service presentations for school meal program guidelines which include but are not limited to food preparation, presentation, production planning, food safety and sanitation, and other related topics;

- Work with Nutrition Services Director and other department personnel to execute special student nutrition education activities and program marketing (e.g. taste tests, cooking demonstrations, barbecues, etc.);
- Conduct product evaluations and perform calculations to verify accuracy of information against regulatory standards. Recommend adjustments and corrections as needed;
- Prepare reports and presentations in a variety of formats;;
- Assist in planning and openings of new food facilities and modernization of existing facilities;
- Evaluate assigned staff;
- Perform other related work as may be required.

QUALIFICATIONS

Education and Experience:

Education: Requires completion of a two-year college, with an Associate's degree, in Culinary Arts OR an apprenticeship program offered by a professional culinary institute or trade industry association.

Experience: Requires at least five (5) years of quantity food preparation as a chef or food production supervisor, preferably in an institutional food service environment. Strong background in human relations and supervision is preferred.

Licenses, Certificates and Other Requirements:

Must possess and maintain a valid ServSafe Certification

May be required to provide own transportation to sites during the workday. If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment, have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Applicable local, state and federal laws, regulations and procedures as they pertain to the National School Lunch, School Breakfast, After School Snack, and all other district nutrition programs, recipe development, food preparation and production;
- Principles, procedures, methods and strategies of organization, administration, supervision, training and management;
- Correct English usage, spelling, grammar and punctuation;
- Proper methods of preparing and cooking foods in large quantities; methods of computing food quantities to make desired portions;
- Special event planning;
- Principles of safety and sanitation and HACCP food safety system;
- Food facility planning functions; Procurement and inventory processes;
- Principles of employee discipline

Skills and Abilities to:

- Prepare and create a wide variety of cuisines, including traditional and contemporary fare;
- Work independently with minimal direction;

- Direct the preparation of healthy and attractive school meals, staff meals and special event caterings; Meet schedules and timelines;
- Assign, supervise and inspect the work of subordinates;
- Analyze and recommend innovations in production operations
- Establish and maintain effective working relationships with those contacted in the course of work;
- Deal courteously and tactfully with those contacted in the course of work;
- Prepare clear, concise, accurate and innovative reports and records;
- Operate institutional cooking, freezing, thawing and other meal preparation equipment.
- Operate a computer using word processing, spreadsheet, e-mail and other business software;
- Develop and implement operational and training policies and procedures;
- Develop work plans and task analysis;
- Communicate clearly, both orally and in writing;
- Conduct staff in-service training

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Physical Demands:

Sitting (up to continuously) stand for extended periods of time, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs(infrequently); repetitive hand activities with close reach, such as keyboard, mouse, handwriting, files and phone (continuously), lift/carry up to 50 pounds; read printed matter and computer screens, understand speech at normal levels, use seeing, hearing and speaking.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Indoors: office setting, schools, kitchen; Outdoors: school grounds, driving, district facilities;
Exposure to: inside/outside temperature swings, moderate noise from office and kitchen equipment; kitchen and office dust and fumes or airborne particles;

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed