North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title: District Chef
Job Family: Child Nutrition Services: Child Nutrition
Reports to: Director of Nutrition Services
Salary Level: Class Mgmt. Salary Sched. - Grade 1
Calendar: Classified 12 Months

SUMMARY

Under the supervision of the Director of Nutrition Services & Wellness, the Chef is responsible for the development, planning and execution of menus and recipes for food services for the North Monterey County Unified School District. The Chef creates menus that align with the District's nutritional standards and works in concert with the Nutrition Services Supervisor II to implement scratch cooked recipes into all school sites. The Chef works as an integral part of the Nutrition Services leadership team to develop, implement and lead pilot programs that advance the department's mission and goals.

The following statements are intended to describe the general nature and level of working being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans the Districts food service culinary activities including production and service, planning menus, developing recipes, and planning and implementing effective, values based and compliant procurement.
- Develops a from-scratch cooking program utilizing fresh ingredients.
- Consults on kitchen layout and design, menus, sourcing and procurement and systems needed in order to execute a positive meal program experience for students.
- Creates menus with culturally diverse standardized recipes for all School Nutrition Programs and caterings and partners with appropriate staff to ensure compliance with USDA and CDE rules and regulations and the Districts nutrition policy.
- Supervises and works closely with staff to coordinate food service inventory protocols and control, food safety protocols, efficient kitchen operations, and assures that prepared food complies with quality, freshness, appearance and portion control standards.
- Creates kitchen protocols to ensure Child Nutrition menu requirements, efficient operating timelines and standardized recipes
- Plans and manages Commodity program to comply with the Districts nutritional standards and balance food costs.
- Creates protocols for the cooking, assembly, packaging, preparation, heating, transport, distribution and serving of entrees, side dishes, beverages, desserts, fruits, vegetables and other breakfast and lunch items.

- Plans, organizes and directs the set-up of new and more efficient, food service areas.
- Coordinates and directs quality and portion control programs and kitchen and food service activities of school sites and kitchen operations, develops and maintains procedural manuals, recipes, and other materials
- Provides input on kitchen design standards including equipment and small wares.
- Assists the Director with food and labor profit and loss, reviews and evaluates budgetary and financial data, assists in controlling expenditures in compliance with established limitations.
- Assures that culinary offerings are aligned with department goals and mission and are culturally relevant to students, driven by student preferences, local sourcing and scratch cooking.
- Coordinates and participates with families and community-based nutrition organizations and government agencies to ensure high nutritional and operational standards.
- Assists with the implementation of the Districts Wellness Policy.
- Assists in the development and implementation of applicable computer programs.
- Attends meetings, workshops, and conferences as assigned.
- Trains and evaluates the performance of assigned kitchen personnel.
- Performs other related duties as assigned.
- Train in every position in the department to fulfill positions if needed.

OTHER DUTIES

- All other duties, as assigned.

Minimum Qualifications

- Three years of increasingly responsible experience in quantity food preparation, cooking and baking from scratch, menu planning, food procurement or similar experiences.
- Valid California Driver's License
- Valid Food Safety Certificate issued by a recognized provider of Food Safety Examination and Certification
- Proficient ability to use a computer, software and databases specific to the District, internet and relevant online applications.

Knowledge of:

- Buy American Provision
- Hazard Analysis Critical Control Point Program (HACCP)
- General principals, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning.
- Quality and portion control techniques.
- Technical aspects of researching, analyzing data, making determinations, comparing and purchasing groceries, packaging materials, chemicals, equipment, vehicles and services.
- Methods and procedures used in the purchasing of groceries, packaging materials, chemicals, equipment, furniture and services including applicable laws.

- Methods and procedures used to maintain inventory of food, packaging materials, chemicals, equipment, furniture and services including applicable laws.
- Vendors and sources of foods, packaging materials, chemicals, equipment, furniture and services commonly used in school food service programs.
- Highly complex and specialized procedures and computer software systems, procurement processes, negotiation skills, perpetual and periodic inventory procedures and written specifications and reports; record keeping techniques.
- Preparation, solicitation and evaluation of bid specifications, request for proposals, contracts and awards.
- Proper usage of the English language including written and verbal communication, grammar, spelling and punctuation; telephone etiquette; email etiquette.
- Interpersonal skills using tact, patience and courtesy; developing effective relationships with others.
- District policies, applicable sections of the State Education Code, United States Department of Agriculture procurement regulations specifically related to School Nutrition programs, Buy American Provision and Open and Free Competition requirements; other laws and regulations specifically related to procurement policies and procedures.

Ability To:

- Meet NMCUSD's professional standards as outlined in Board Policy 4119.21.
- Plan, organize, coordinate, and supervise a large complex food service program.
- Keep current on sanitation and health laws and regulations.
- Keep abreast of methods and practices in large-scale food operations.
- Analyze problems and recommend solutions.
- Perform a variety of complex technical duties involving specialized knowledge and independent judgment.
- Exercise sound judgment in the purchase of foods, packaging materials, chemicals, equipment, furniture and services.
- Prepare and write bid specifications, requests for proposals, requests for bids and contracts.
- Explain and apply policies, practices and terminology used in the procurement of foods, packaging materials, chemicals, equipment, furniture, vehicles and services.
- Communicate clearly; understand and interpret district and other rules, regulations, policies, procedures and laws Understand and follow oral and written directions.
- Operate a computer, related software and other office equipment; organize, coordinate and prioritize computer generated materials and activities.
- Maintain records; prepare reports related to assigned activities.
- Establish and maintain strong working relationships.
- Work cooperatively with others; work independently or as part of a team.
- Complete work accurately; meet schedules and timelines; work with frequent interruptions; manage multiple projects simultaneously.
- Analyze situations accurately and take appropriate action.

- Supervise and evaluate the work of others.
- Perform other related duties as required.

Education and Experience:

- Any combination of education or experience equivalent to: Bachelor's degree in business, nutrition, hospitality, or related field

Physical Requirements:

- The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing duties of this job, Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to/in excess of 30 pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

- While performing the duties of this job, the employee may regularly work indoors in kitchens and may occasionally work outdoors cooking. The employee will also work indoors in an office and must be able to meet deadlines. The noise level in the work environment is usually moderate to loud. Heat from ovens, stoves, steamers etc, exposure to very hot foods, oil and liquids, equipment and metal objects, working around knives and other sharp objects on a daily basis.