



Job Description

Prepared/Revised Date: May 2026

Job Title: **Nutrition Services - Executive Chef**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical work year: **12 months**

Job Code: **250923**
 FLSA Status: **Exempt-P**
 Pay Range: **L10**

SUMMARY: Responsible for developing new menu and recipe items for all school kitchens across the district. Acts as a professional liaison with distribution representatives, district stakeholders, and local food suppliers. Monitor and assure compliance with Health Department Standards, all safety procedures, and department policies and procedures. Provide culinary training, demonstrations, and leadership to kitchen staff, managers, and visitors to the Nutrition Services Center and school kitchens. Support, comply with, and display knowledge of all applicable federal and state regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Develop recipes and standards for food preparation “from scratch” that adhere to the United States Department of Agriculture (USDA) nutritional requirements for the Child Nutrition Programs. Maximizes the use of fresh, local ingredients in recipe development and menu planning, while maintaining fiscal responsibility. Upholds all operating standards for the department and assists in the development of operating standards specific to the Nutrition Services. Provide culinary vision and collaborative creation to the cycle menu process in collaboration with the Menu Coordinator.	D	25%
2. Oversee the daily kitchen operations and staff of the central kitchen to train, guide, mentor, evaluate, hire, and discipline staff. Assist with daily production in the central kitchen as needed. Review, approve, and verify reported time worked using district time and labor system. Amend staffing agreements to specify the hours employees are allotted. On call for situations that may need immediate attention.	D	20%
3. Supports operations to ensure quality, safety, and efficiency in food preparation, delivery, and service. Trains employees and substitutes as needed, on the preparation and quality of food, meal presentation, safe food handling and storage procedures, proper sanitation and cleaning procedures, and proper care for and use of equipment. Support proper and accurate inventory controls of the central kitchen-produced items.	D	20%
4. Regularly visit school sites to provide support and engage with students during mealtimes, gathering feedback.	W	15%
5. Oversee proper storage and rotation of food, ingredients, and supplies to ensure maximum freshness and minimize waste. Monitors and ensures that all food-related items received from delivery are of exceptional quality. Maintains accurate health department-required logs on all products and equipment, as applicable.	D	10%
6. Monitor and ensure compliance with Health Department standards and department policies and procedures, including but not limited to Nutrition Services SOPs, Hazard Analysis Critical Control Point (HACCP), employee expectations, and all applicable state and federal regulations.	D	5%
7. Perform other job-related duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Certified Executive Chef (CEC) degree/certification preferred.
- Experience serving in a K-12 environment is preferred.
- Minimum 3 years of experience as an Executive Chef in a large volume food service operation.
- Experience in “from scratch” recipe and food development.
- Experience in large batch cooking and equipment.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Successful completion of a post-offer physical examination is required prior to commencement of job duties.
- Must obtain within one (1) year of entering the position, and thereafter maintain, Serve Safe Certification
- Must meet minimum national professional standards and training requirements for school nutrition professionals who manage and operate the National School Lunch and School Breakfast Programs.
- Recommend membership with the School Nutrition Association and Colorado School Nutrition Association.
- Recommend attending Colorado School Nutrition Association annual conference every two years.
- Must complete the district courses “Progressive Discipline,” and “Classified Evaluation System” within one year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to frequently travel among district facility locations.
- Ability and willingness to be on call and/or respond to calls 24/7.
- Strong verbal and written communication skills.
- Demonstrates skills in leadership, teamwork, and team building.
- Knowledge of profit and loss, financials, and budget planning/review.
- Large batch-cooking experience.
- Basic math skills and the ability to apply weights, measures, and amounts in recipes.
- Proficient knowledge of commercial food preparation and equipment.
- Extensive ability to lead, resolve conflict, team building, organize, and work with others.
- Proficient ability to maintain records and files.
- Critical thinking and problem-solving skills.
- Knowledge of kitchen operations, commercial food preparations, and equipment.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Experience utilizing nutrition service management systems to support inventory control, ordering, production records, and compliance with operational and reporting requirements.
- Ability to promote and follow Board of Education policies, District policies, and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Large volume food production, cook-chill operations, serving, and sanitizing equipment.
- Basic kitchen utensils, including knives, slicers, thermometers, and cleaning agents.
- Normal office equipment such as personal computers, printer, copier, fax, phone system, and email.
- Operating knowledge of district information technology systems and any other department-specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Manager, Nutrition Operations	3035

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Production Manager, Nutrition Services	1	TBD

- Responsible for implementation of changes evolving from the independent or interdependent decision-making process and is held accountable for those changes.
- Responsible for the accuracy of a unit member’s performance appraisal.
- Responsible for the team outcome being in compliance with federal, state and district regulations.

- Provide guidance to temporary or part-time employees.
- Provide guidance to other employees performing similar responsibilities and/or duties as the employee.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist with developing, administering, and coordinating department budgets and financial transactions; support cost control measures, including maintaining menu offerings within established budget guidelines.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to fingers to handle and /or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
51 to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X
NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	