

CLASS SPECIFICATION

Chef

Range 38

GENERAL PURPOSE

Under general supervision of the Food and Nutrition Supervisors, the Chef develops menu items that meet USDA guidelines, aiming to boost student satisfaction and participation by enhancing the taste and overall quality of recipes. The Chef assist in: research, development, adjustments, standardizing, implementation, evaluation and participation in the launch of new recipes. The incumbent serves in a specialized capacity, assisting in overseeing teams for short- or long-term projects while providing technical guidance and necessary culinary training to kitchen staff.

DISTINGUISHING CHARACTERISTICS

The Chef is distinguished from the Lead Food Service Assistant III in that the incumbent is a skilled culinary professional focused on culinary execution and technical innovation. The Chef brings creativity and strong technical guidance to the program, consistently monitoring student acceptance of menu items and ensuring developed offerings meet USDA nutritional standards.

ESSENTIAL DUTIES AND 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. There will typically be an assigned schedule for these duties.

1. **Standards Compliance:** With a comprehensive understanding of recipe standardization for school meals, the chef will assist in creating recipes to ensure consistent yield, serving size, and compliance with USDA Child Nutrition Program requirements including but not limited to meal component contributions and caloric needs of the students.
2. **Trend Analysis:** Assist in the research and development of innovative recipes while monitoring emerging culinary trends, ensuring successful implementation that resonates with the District's diverse student population.
3. **Recipe Diversity:** Assist in the creation of recipes that support both bulk production in a central kitchen and preparation at individual sites, ensuring additional guidance and training for site-level items such as salads and sandwiches.
4. **Menu & Recipe Innovation:** Assist in the creation and implementation of recipes that include increasing opportunities to use locally sourced ingredients and farm-fresh fruits and vegetables, with attention to consistent access, cost and long-term feasibility and quality and consistency of product.
5. **Equipment and Production:** Work with Senior Food Service Assistant and Lead FSA III's to research and recommend equipment purchases necessary for successful and efficient implementation of recipes. Work with Lead FSA II and Lead FSA I to incorporate production of new recipes into the menu.
6. **Production & Efficiency:** Assist in designing recipes and processes that maximize efficiency, ensuring seamless execution within the realities of labor, equipment,

- transportation, and service models. Work with the Senior Nutrition Assistant to develop recipe production plan from A to Z, which includes purchasing guide, necessary equipment and serving and packaging needs. Demonstrate best practices for efficiency.
7. Cost & Labor Analysis: Assist in ensuring recipes are developed within the provided guidelines for food and labor costs. Menus are evaluated to balance the demands on labor, storage and transportation.
 8. Student Engagement: Assist in interacting with student advisory committees and district liaisons to incorporate student feedback into menu development, including through taste testing and recipe item evaluations.
 9. Specialized Production: Assist in the preparation of food for specialized menus that require a high level of culinary expertise specifically meals prepared at Central Kitchen to be shipped hot to school sites for service.
 10. Advanced Training: Assist in demonstrating and training staff in professional culinary techniques, including but not limited to proper knife handling and cutting skills, proper use of weights and measures, and presentation skills. Participate in staff training as needed.
 11. Event Planning: Assist in planning and organizing special culinary events, such as barbecues for summer meal programs and catering school board dinners. Record and monitor costs and recipes for repeat events and consistency.
 12. Site Visits: Assist in visiting sites regularly to ensure compliance with recipe and service.
 13. Leadership Direction: Meet regularly with Director, Central Kitchen Manager and Nutritionist to review progress and assist in creating yearly plan for goals.
 14. Recipe Review: Assist in reviewing recipes currently in use and ensure standardization or update annually or more frequently as needed.
 15. Direct Support: Assist or guide in the preparation of recipes. Assist with labor, leadership, and guidance as appropriate or assigned by the manager in the preparation of recipes and meals at schools and other events.

QUALIFICATIONS

Knowledge of:

1. Knowledge of principles, methods, and techniques of quality menu design.
2. Understanding of methods and techniques of assisting in the oversight of a commercial-scale food production operation.
3. Methods of quantity food service preparation, serving and storing, including safe and proper temperature of heated foods and methods of preparing and serving food in large quantities.
4. Federal and state health and safety regulations as they apply to food preparation and services.
5. Methods used in cleaning and sanitizing kitchen equipment, utensils, appliances and facilities.
6. Standard kitchen utensils, equipment and appliances and methods of use.
7. Standard weights and measures used in cooking. Methods and practices of sanitary food handling.
8. Methods of storing equipment, materials and supplies.
9. Techniques of recipe development and implementation, record-keeping, and inventory.
10. Safe work practices.

11. Personal hygiene requirements applicable to assigned work responsibilities.
12. Principles and practices of effective lead supervision.

Ability to:

1. Organize, supervise, and coordinate operations at the central production kitchen or school site kitchens.
2. Train and providing lead work direction to assigned staff.
3. Prepare, cook, bake, and serve large quantities of a variety of food efficiently and effectively under time constraints in a fast-paced environment.
4. Follow, adjust, and extend recipes and make proper substitutions as needed.
5. Operating standard kitchen machines and equipment safely and efficiently.
6. Monitor and keep records of food temperatures, quantity of food used, and serving portions, and prepare reports.
7. Communicate clearly and effectively orally and in writing.
8. Understand and follow oral and written instructions.
9. Use tact, discretion and courtesy in dealing with sensitive situations.
10. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

Education, Training, and Experience

Education: Graduation from high school or G.E.D. equivalent; a formal culinary degree or certificate is strongly preferred.

Experience: At least five years of progressively responsible professional cooking experience, preferably in high-volume settings.

Licenses and Certificates

Management Certification: A current ServeSafe Food Protection Manager Certificate (or other ANAB-accredited Management Safety certificate accepted by the San Bernardino County Department of Public Health).

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee stoops, kneels, bends, crouches or crawls, climbs or balances, lifts up to 50 pounds with assistance and pushes and pulls up to 100 pounds on carts or pallet jacks.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; prepare, cook, bake and serve a variety of large quantities of food efficiently and effectively under time constraints in a fast-paced environment, work under intensive deadlines; and interact with District staff and others encountered in the course of work. Regularly required to perform highly detailed work on multiple, concurrent tasks under constant interruptions.

WORK 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 individuals with disabilities to perform the essential functions.

An employee works in a large kitchen facility, and the noise level can occasionally be loud. The employee is exposed to wet and humid conditions, extreme heat and cold, airborne particles and fumes, toxic or caustic chemicals and the risk of electrical shock. The employee works around mechanical equipment, may be required to climb a ladder and walks on surfaces that may be slippery.

APPROVED: August 6, 2026