

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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| <b>TITLE:</b>      | Chef/Trainer, Supervisor         | <b>CLASSIFICATION:</b>   | Non-Represented<br>Supervisor, Classified |
| <b>SERIES:</b>     | Supervisor I                     | <b>FLSA:</b>             | Exempt                                    |
| <b>JOB CLASS:</b>  | 9872                             | <b>WORK YEAR:</b>        | 12 Months                                 |
| <b>DEPARTMENT:</b> | Nutrition Services<br>Department | <b>SALARY:</b>           | Range 13<br>Salary Schedule G2            |
| <b>REPORTS TO:</b> | Manager, Central Kitchen         | <b>CABINET APPROVAL:</b> | 08-07-23                                  |
|                    |                                  | <b>HR REVISION:</b>      | 07-21-23                                  |
|                    |                                  | <b>CABINET REVISION:</b> | 05-23-19                                  |
|                    |                                  | <b>BOARD REVISION:</b>   | 11-03-05                                  |
|                    |                                  | <b>BOARD APPROVAL:</b>   | 02-05-04<br>05-20-02                      |

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**BASIC FUNCTION:**

Under the direction of the Executive Director, Nutrition Services, the Chef/Trainer is responsible for culinary, health, and safety training of food service assistants. The Chef/Trainer will inspire consistency and quality assurance through training and mentoring of the food service staff assigned to school sites. The Chef/Trainer will collaborate with the menu development team to develop and design recipes, menus, production standards, cooking processes, methods and procedures for food storage, preparation, and transport and delivery.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Supervise finalizing recipe development in collaboration with the menu development team to maximize locally sourced ingredients and farm fresh fruits and vegetables within 250 miles of the District, when practicable, to enhance the taste and quality of our school meals and to support the Farm to Fork efforts of the Sacramento Region. **E**

Develop and monitor innovative recipes and menus to reflect culinary trends for a diverse population of student taste preferences. **E**

Travel to school sites and oversee kitchen work production and quality assurance of food taste and presentation. **E**

Provide technical guidance and supervision of food service staff to ensure compliance, consistency, and of food production standards and recipe standardization. **E**

Supervise, evaluate, train, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make staffing recommendations; discipline assigned staff according to District policies and procedures. **E**

Collaborate with nutrition supervisors to ensure on-going monitoring and accountability of staff knowledge and performance. **E**

Provide continuing hands-on training, guidance, oversight, and accountability to industry-level culinary to ensure compliance, consistency, and quality assurance in food production standards. **E**

Prioritize, schedule and supervise work of assigned personnel; train, direct, discipline, supervise, evaluate assigned staff; and participate in the selection of new employees as directed. **E**

Supervise the cleanliness of kitchen facilities and equipment based on approved Hazardous Analysis Critical Control Points (HACCP) safety standards which includes disassembling, sanitizing and reassembling large equipment parts; sanitation of food contact surfaces, food containers and food service equipment; and deep cleaning of ovens, food racks, carts, refrigerators, chillers and other foodservice equipment. **E**

Develop, implement, and monitor measures to minimize food costs at school sites including meal production forecasting, ordering, portion, and inventory controls. **E**

Promote student involvement by engaging student feedback on recipe and menu development and interact as District liaison with youth advisory committees and other various student groups. **E**

Work with department personnel to execute special student and District activities and events including cooking demonstrations or media events. **E**

Conduct recipe development, testing, and revisions with a focus on efficient utilization of USDA commodity foods including meal crediting calculations, scaling, and food and labor costing for large quantities. **E**

Collaborate with community Chefs from the Sacramento region for recipe, menu development, and marketing. **E**

Interpret and apply federal U.S. Department of Agriculture and California Department of Education policies, rules, and regulations as they apply to the nutritional and operational requirements of the National School Lunch (NSL) and School Breakfast Programs (SBP), Child and Adult Care Food Program (CACFP), At Risk Supper Program, Summer Feeding Program (SFP) and After School Snack Program (ASSP) and other federal and state regulations. **E**

Attend restaurant and school food service conference and workshops and maintain professional culinary contacts to remain current on restaurant and food service industry trends. **E**

Develop and oversee food safety training and knowledge of health and safety requirements including sanitation and maintenance for commercial food production; monitor food service staff to ensure adherence to appropriate Hazard Analysis and Critical Control Points (HACCP) food safety and sanitation practices. **E**

Safeguard all food handlers work practices by implementing training programs to increase their knowledge about safety, hygiene and accident prevention techniques. Oversee department's safety committee and safety protocols and review safe working environments in our school production kitchens. **E**

Plan, organize and conduct workshops, presentations, trainings for school meal program guidelines which include not limited to food preparation, presentation, production planning, and other related topics. **E**

Assist Central Kitchen Manager as needed including training and supervision of central kitchen production team; participate in the development and implementation of goals, objectives, policies, and procedures related to the Nutrition Services Department. **E**

Evaluate equipment and product specifications used in commercial food production and distribution. **E**

Prepare, maintain, and review a variety of records and reports; compose a variety of correspondence. **E**

Maintain open communication and cooperative relationships with others, inspire individual and team development, actively participate in meetings and work groups and support the goals and objectives of the District and the department. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a climate of customer service for our students, district staff, families, and our community. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: associate's degree in culinary arts or related field. A minimum of four (4) years' experience required as a commercial chef in a high volume restaurant, hotel, hospital food service, or school nutrition program and/or management experience with large-scale central production or commissary kitchens.

Substitution: Additional years of qualifying experience may substitute for the required education on a year for year basis.

### **LICENSES AND OTHER REQUIREMENTS:**

Hold a current ServSafe Food Manager Certificate; valid California driver's license; proof of automobile insurance; and require at least 10 hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles, methods, and techniques of quantity menu design, food preparation, and production including inventory controls.

Institutional food management.

USDA menu planning requirements for ASSP, CACFP, NSLP, SBP, and At Risk Supper.

Proper methods of preparing, cooking, baking, packaging, storing and serving of foods in large quantities.

Pertinent food service sanitation, health, and safety regulations including HACCP food safety system.

Nutrition analysis software.

Applicable sections of the California Education Code, USDA, CDE, and other laws, rules, and regulations related to assigned activities.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

District organization, operations, policies, and objectives.

Research methods, report writing techniques, and record-keeping techniques.

Principles and practices of effective management techniques.

Methods of computing food quantities and costs.

Possesses knowledge of principals and methods for effective curriculum and training design, teaching, and instruction for individuals and groups.

Possesses knowledge of use and care of institutional kitchen equipment, appliances, and utensils.

Proper methods of preparing, cooking, baking, packaging, and serving of foods in large quantities. Portion control techniques.

#### **ABILITY TO:**

Supervise, plan, organize, coordinate, and direct the food production and service at assigned school sites.

Supervise, evaluate, train, and direct the performance of assigned staff members.

Design and monitor the quality and cost controls of the districts food service program.

Prepare and create a wide variety of cuisines to reflect the diversity of our student population.

Operation of a computer and related software to enter data, maintain records, and generate reports.

Effective public speaking skills.

Operation of a computer and related software to enter data, maintain records, and generate reports.

Plan, schedule, and supervise the work of staff.

Understand and follow complex oral and written instructions and complete assignments in an independent manner

Supervise, evaluate, train, and direct the performance of assigned staff members.

Analyze operational problems, and recommend and implement program improvements.

Research, analyze, compile, maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.

Maintain confidentiality as appropriate.

Communicate effectively including public speaking, and maintain cooperative and effective working relationships with others.

Analyze situations accurately, and adopt an effective course of action.

Work independently with little direction, and meet schedules and timelines.

Compose correspondence and written materials independently.

Utilize effective leadership skills that work well within a team setting.

Meet district standards of professional conduct as outlined in Board Policy.

Detail oriented with time management and organizational skills.

Coordinate and supervise maintenance, repair, and adjustments on machinery and equipment.

Develop and implement methods for cost effective food production.

Operate all kitchen equipment.

Implement food production, packaging, and quality assurance and control methods.

#### **WORKING CONDITIONS:**

##### **SAMPLE ENVIRONMENT:**

Kitchen environments; subject to heat from ovens, cold from walk-in refrigerators and freezers, intermittent excessive noise.

##### **SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone; lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment and a computer terminal; carrying, pushing, or pulling food trays, carts, materials, and supplies; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; bending at the waist.

##### **SAMPLE HAZARDS:**

Exposure to very hot foods, equipment, and metal objects; exposure to sharp knives and slicers; exposure to cleaning agents and pesticides.

*(Former Classification Title: Manager, Serna Center Restaurant Operations, Executive Chef/Trainer)*