

FRESNO UNIFIED SCHOOL DISTRICT  
Position Description

<b>TITLE:</b>	Executive Chef	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Nutrition Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	February 8, 2023	<b>SALARY:</b>	E-20/Classified Management Schedule

**BASIC FUNCTION:**

Under direct supervision of an assigned supervisor, the Executive Chef is responsible for culinary, health and safety training of Nutrition Services staff and ensuring consistency and quality assurance through training and mentoring of the Nutrition Services staff. The Executive Chef will collaborate with the Nutritionist 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. 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 principal job elements.)**

In collaboration with the Nutritionist, responsible for recipe development maximizing 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 School efforts of the District. *E*

Develop a from-scratch cooking program utilizing fresh ingredients. Develop and monitor innovative recipes and menus to reflect culinary trends for a diverse population of student taste preferences. *E*

Assist the Director of Nutrition Services with budget development and preparation for the department; review and evaluate budgetary and financial data; assist in controlling expenditures in compliance with established limitation. *E*

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

Provide technical guidance to Nutrition Services staff to ensure compliance, consistency, and food production standards and recipe standardization. *E*

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

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

Plan, organize and direct the set-up and stocking of Nutrition Services. *E*

Create kitchen protocols to ensure Child Nutrition menu requirements, efficient operating timelines, and standardized recipes. *E*

Create protocols for the cooking, assembly, packaging, preparation, heating, transport, distribution and serving of entrees, side dishes, beverages, fruits, vegetables and other breakfast and lunch items. *E*

Coordinate and direct quality and portion control programs and kitchen and Nutrition Services activities of school sites and kitchen operations; develop and maintain procedural manuals, recipes and other materials. *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*

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 operation requirement 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*

Plan and manage the Commodity program to comply with the District's nutritional standards. *E*

Attend restaurant and school food service conferences 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 District school production kitchens. *E*

Supervise and work closely with staff to coordinate food service inventory protocols and control, food safety protocols, efficient kitchen operations, and assure that prepared food complies with quality, freshness, appearance and portion control standards. *E*

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

Assist District Supervisor II as needed including training and supervision of the 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. Provide input on kitchen design standards including equipment and small wares. Consult on kitchen layout and design, menus, sourcing and procurement, and systems needed in order to execute a positive meal program experience for customers. *E*

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

Coordinate and participate with families and community-based nutrition organizations and government agencies to ensure high nutritional and operational standards. *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*

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

Supervise, train and evaluate the performance of assigned personnel. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in culinary arts or related field. A minimum of three (3) years' experience 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. Experience in management of school district food service operations and activities including the preparation, serving distribution and selling of food items preferred.

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

**LICENSES AND OTHER REQUIREMENTS:**

Current ServSafe Food Manager Certificate; valid California driver's license; proof of automobile insurance; and at least 10 hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals. Certified Executive Chef (CEC) certification is preferred.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Institutional food management.

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

Pertinent food service sanitation, health, and safety regulations including Hazard Analysis Critical Control Point Program (HACCP) food safety system.

Technical aspects of researching, analyzing data, making determinations, comparing and purchasing groceries, packaging materials, chemicals, equipment, vehicles and services.

Vendors and sources of groceries, 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.

Nutrition analysis software.

Applicable sections of the California Education Code, UDSA, 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.

Principals and methods for effective curriculum and training design, teaching and instruction for individuals and groups.

Use and care of institutional kitchen equipment, appliances and utensils.

**ABILITY TO:**

Design and monitor the quality and cost controls of the District's 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.

Understand and follow complex oral and written instructions and complete assignment 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 and maintain statistical records, and prepare comprehensive statistical reports, analyses and recommendations.

Maintain confidentiality as appropriate.

Communicate effectively 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 policies.

Detail-oriented with time management and organizational skills.

Operate all kitchen equipment.

Apply integrity and trust in all situations.

Actively participate in meeting District goals and outcomes.

Learn District organization, operations, policies, objectives and goals.

**WORKING CONDITIONS:**

**ENVIRONMENT:** Kitchen environments, subject to heat from ovens, cold from walk-in refrigerators and freezers, intermittent excessive noise; presentation settings including office environment and diverse school site environments with varied noise levels; driving a vehicle to conduct work; constant interruptions; repetitive activities.

**HAZARDS:** Exposure to very hot foods, oils and liquids, equipment and metal objects; exposure to sharp knives and slicers; exposure to cleaning agents and pesticides.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, 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; standing or sitting for extended periods of time.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E = Essential Functions***