



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Executive Chef	REPORTS TO:	Director, Nutrition Services
DEPARTMENT/SCHOOL:	Nutrition Services	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 73

BASIC FUNCTION:

Plan, organize and manage the District's food service activities including the daily production, distribution and service; assist the Director and manage the Department compliance with the California Department of Education and USDA laws, rules and regulations related to food service; develop, plan and create menus and recipes; oversee procurement protocols, and recycling and compost management; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize and manage the District food service activities including the daily production, distribution and service; plan menus and develop recipes; plan, organize and implement effective procurement, recycling and compost management programs for the Department
- Coordinate and participate in food service inventory, cashier and sanitation functions; monitor and inspect activities to assure smooth and efficient kitchen operations, and quality, quantity, sanitation practices and safety conditions meet established standards and requirements
- Coordinate inventory, personnel and quality and portion control functions to assure smooth and efficient activities and compliance with established California Department of Education and USDA nutritional standards; assure prepared food complies with quality, freshness, appearance and portion control standards; direct kitchen activities to meet scheduled menu requirements, operating time lines and standardized recipes
- Supervise the cooking, assembly, packaging, preparation, heating, transport, distribution and serving of entrees, side dishes, beverages, desserts, fruits, vegetables and other breakfast and lunch items; plan, organize and direct the set-up and stocking of food service areas
- Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate work assignments and review work to assure compliance with established guidelines and procedures; conduct ServSafe and other food handling trainings for other departments as necessary
- Develop and implement established standards for quality control functions; coordinate and direct

personnel, resources, and information to assure smooth and efficient food service activities and compliance with established California Department of Education and USDA laws, rules and regulations related to food service and culinary standards; oversee the development and implementation of food service goals, objectives, standards, menu specifications, policies and procedures

- Provide technical training and assistance to personnel concerning food service operations, activities and related functions; develop training programs and curriculum for training sessions and subjects; respond to inquiries and provide detailed and technical information concerning related menus, laws, standards, requirements, practices, rules, regulations, policies and procedures
- Coordinate and direct quality and portion control programs and kitchen and food service activities of school sites and central kitchen operations; develop and maintain of procedural manuals, recipes and other materials
- Assure adequate food supplies to meet student nutrition needs; estimate and order appropriate amounts of food service supplies; direct and participate in the receipt, storage and rotation of food items and supplies; organize and direct regular and periodic inventories; coordinate related purchasing activities with Sous Chef- Purchasing and the Director and select vendors and commodity offerings according to price effectiveness
- Organize and supervise the cleaning activities to assure kitchen facilities, equipment, dishes and utensils are maintained in a clean and sanitary condition; inspect and review food preparation areas to assure appropriate health and safety standards are maintained
- Assist with budget development and preparation for the Department; review and evaluate budgetary and financial data; assist in controlling expenditures in compliance with established limitations
- Provide technical information and assistance to the Director regarding the activities, needs and issues of school sites and central kitchen operations; assist in the formulation and development of policies, procedures and standards; keep staff current regarding policies, procedures and special promotional events; keep staff current regarding policies, procedures and special promotions
- Plan, organize and direct activities and personnel to assure the facilities, equipment and utensils school sites are maintained in a clean and sanitary condition; inspect and review food preparation and serving areas to assure appropriate health and safety standards are maintained
- Oversee the development of special department programs, including catering, taste tests and other programs to promote nutrition and maintain interest in the food service program; maintain current knowledge of and assure culinary offerings are aligned with current industry trends
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities
- Analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations
- Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned; participate in the promotion of the Nutrition Services program; speak about the Program through various media outlets, including blogs, radio, newspaper journalists and film

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of District food service operations and activities including the preparation, serving, distribution and selling of food items

Methods, practices and procedures of quantity food preparation, serving and storage functions

Methods of creating, adjusting and extending recipes and proper substitutions within established nutritional and fiscal guidelines

Sanitation and safety practices related to preparing, handling and serving food

General principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning

Inventory practices and procedures including storage and rotation of perishable food

Food service and commodity purchasing and procurement principles, practices and procedures

Quality and portion control techniques

Applicable local, State and federal laws, codes, regulations, policies and procedures

Principles and practices of supervision and training

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

Mathematic calculations

ABILITY TO:

Plan, organize and direct District food service operations and activities including the preparation, serving, distribution and selling of food items

Break down raw ingredients of a recipe to show how ingredients in final product meet nutrient standards for "meal pattern" as defined by the California Department of Education

Develop recipes within established nutritional and budgetary guidelines

Coordinate, oversee and participate in related inventory, cashier and sanitation functions

Train and evaluate the performance of assigned personnel

Assure adequate food supplies to meet student nutrition needs

Develop and implement menus and related standards for quantity and quality of foods

Coordinate inventory functions and estimate and order appropriate amounts of food service items and supplies to meet District needs

Adapt to changes in market or product availability

Organize, direct and assure accuracy of food service cashiering and accounting functions

Coordinate activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition

Communicate effectively both orally and in writing

Interpret, apply and explain laws, codes rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Work independently with little direction

Plan and organize work

Prepare comprehensive narrative and statistical reports

Direct the maintenance of a variety of reports, records and files related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in culinary arts, hospitality or related field and four years increasingly responsible experience cooking and baking from scratch, menu planning, food procurement or similar experience and at least five years in a supervisory role

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Certification

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office and kitchen environment

Subject to extreme heat from ovens and extreme cold from freezers

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Standing for extended periods of time

Hearing and speaking to exchange information

Lifting, carrying, pushing or pulling objects up to 50 pounds

Dexterity of hands and fingers to operate food service equipment

Reaching overhead, above shoulders and horizontally

Bending at the waist, kneeling or crouching

Seeing to monitor food quality and quantity

HAZARDS:

Heat from ovens

Exposure to very hot foods, equipment, and metal objects

Working around knives, slicers or other sharp objects

Working with industrial grade machines with sharp objects

Exposure to cleaning chemicals and fumes

Exposure to slippery floors