



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Sous Chef – Production Kitchen	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Nutrition Services Department	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: 53

BASIC FUNCTION:

Organize and direct production kitchen operations and activities including the large quantity preparation, packaging and delivery of food items with distribution to finishing sites throughout the District; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Organize and direct production kitchen operations and activities including the large quantity preparation, packaging and delivery of food items with distribution to finishing sites throughout the District; supervise the operation of one or more major functions of the production kitchen facility; assist in the overall supervision of the production kitchen
- Supervise and participate in large-quantity cooking activities in the preparation of entrees, side dishes and other food; coordinate personnel and activities to assure proper compliance with standardized recipe, menu and meal requirements; print and distribute daily recipes in appropriate quantities; assist with the development of recipes as directed
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established standards; review and recommend modifications of work schedules for assigned Production Kitchen staff
- Assist in supervising the packaging, distribution and delivery of prepared food items and supplies to assure smooth and efficient flow of meals from the production kitchen to finishing site kitchens
- Oversee and participate in the assembly of ingredients and cooking, frying or heating of food items; oversee and participate in the mixing, slicing, grating and chopping of food items; assure meals are prepared for distribution to finishing site kitchens in accordance with established time lines
- Supervise and participate in activities to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; inspect and review food preparation areas to assure compliance with established health, safety and sanitary standards and regulations
- Assist in determining appropriate quantity of food items for preparation; coordinate food preparation and service functions to assure smooth and efficient activities and compliance with food quality,

freshness, appearance, and portion control standards; assure proper temperature of foods

- Estimate and order appropriate amounts of food items and supplies; oversee and participate in the receipt, storage and rotation of food items and supplies; inspect shipments for accuracy regarding quality and quantity of food items and supplies; participate in regular and periodic inventories
- Oversee and participate in the preparation and maintenance of various records and reports related to food production, inventory, personnel, payroll and assigned activities
- Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns
- Operate food service equipment including ovens, stoves, freezers, carts, can openers and warmers; utilize a computer and assigned software; drive a vehicle to conduct work; arrange for maintenance and repairs as needed
- Develop and maintain standards of efficiency, quality and sanitation in food preparation
- Attend and participate in various meetings as assigned

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of production kitchen operations and activities including the large quantity preparation, packaging and delivery of food items with distribution to finishing sites

Methods, practices and procedures of quantity food preparation functions

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

Inventory practices and procedures including proper storage temperature and rotation of perishable food

Quality and portion control techniques, practices and procedures

Policies and objectives of assigned program and activities

Principles and practices of supervision and training

Health and safety regulations

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

Record-keeping and report preparation techniques

Mathematic calculations

ABILITY TO:

Organize and direct production kitchen operations and activities including the large quantity preparation, packaging and delivery of food items with distribution to finishing sites throughout the District

Supervise and participate in related inventory, quality control and sanitation functions

Train and evaluate the performance of assigned personnel

Monitor and inspect school site food service activities to assure food quality, quantity, sanitation practices and safety conditions meet established standards and requirements

Organize and direct the cooking and preparation of entrees, side dishes and other food items

Estimate and order appropriate amounts of food items and supplies to meet student needs

Oversee and participate in the receipt, storage and rotation of food items and supplies

Follow and assure compliance with health and sanitation requirements
Learn, interpret, apply and explain rules, regulations, policies and procedures
Establish and maintain cooperative and effective working relationships with others
Operate a computer and assigned software
Meet schedules and time lines
Follow, extend and adjust recipes
Work independently with little direction
Plan and organize work
Compile information and prepare and maintain a variety of records, reports and files

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years increasingly responsible experience in quantity food preparation including work with cooking and inventory functions including at least one year in a supervisory or similar capacity

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe certification obtained through a proctored exam
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment
Subject to heat from ovens
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time
Hearing and speaking to exchange information
Lifting, carrying, pushing or pulling objects typically weighing 50 – 75 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 and with machinery having moving parts