



Sequoia Union High School District

Job Description

JOB TITLE:	Culinary Specialist
REPORTS TO:	Director of Food Services
CLASSIFICATION:	Classified
REQUIREMENTS:	Any combination equivalent to completion of two years of college level training in Culinary Arts with a certification in culinary training. Minimum 1 year of food service supervision experience in a school district or similar setting.
SALARY SCHEDULE:	14.5
WORK - YEAR / HOURS:	11 months
LOCATION:	Central Kitchen
BOARD APPROVAL:	4/4/18

DEFINITION

Under the direction of the Director of Food Services, provides culinary support and serves as a technical resource in the development and implementation of new and existing recipes and menu items for district meal programs. Oversees and guides Central Kitchen operations during production hours, including oversight of daily inventory and overall warehouse control. Provides culinary leadership and instruction to the Food Services staff. Develops and operates district-wide catering program. Communicates and promotes community relations with customers including students, staff, faculty and the general public.

DISTINGUISHING CHARACTERISTICS

This is a highly skilled single position classification in Food Service, providing culinary direction and instruction to the Food Service and Warehouse staff. The Culinary Specialist performs the full range of duties associated with the menu planning, cooking, food preparation, inventory control, and catering.

EXAMPLES OF DUTIES

- Assists in the development of new recipes and menu components which align with federal and state meal program nutrition requirements and District Wellness standards.
- Provides culinary demonstrations and training as part of Career Path Development.
- Maintains the district standard for food costs by analyzing and costing out recipes while assuring proper food item portions.
- Performs market research and conducts recipe/product demonstrations and tastings with students and district staff to identify acceptable menu items.
- Recommends improvements for preparation, packaging, and transportation for quality and efficiency standards.
- Observes Central Kitchen operations, recommends improvements and strategic objectives for short-term and long-term plans in accordance with budgetary guidelines and District needs.
- Prepares, researches, and provides culinary food service training to district students as part of District programs for student career path development
- Ensures proper warehouse control through daily monitoring of inventory at the Food Services warehouse.
- Provides support and leadership to the warehouse and central kitchen staff
- Identifies opportunities and oversees training of Food Services staff as it relates to culinary skills based learning on following standardized recipes and food preparation for quality, consistency and cost control.
- Develops and operates a comprehensive catering program in various kitchen and serving environments, including staff functions, fundraisers and special events. Provides delivery, set up and service of special event caterings as needed.
- Prepares and serves food to students, staff and the public as needed.

QUALIFICATIONS

Knowledge of:

- Fundamentals of nutrition and culinary arts.
- Advanced concepts of work simplification, safety, sanitation, and HACCP procedures, as applicable to District-wide food service operations.
- Advanced understanding of the principles of large quantity food preparation, conversion metrics, distribution, serving materials, and kitchen equipment.
- Recipe development, menu planning and food cost calculations
- Food ordering and storage practices.
- Proper utilization and care of commercial equipment.
- Record-keeping and report preparation.
- Principles of personnel training, organization and motivation techniques.
- Modern office equipment, including computers and applicable software.

Ability to:

- Convert and modify recipes to prepare large quantity foods from scratch
- Standardize recipe and menu ideas into detailed directions and directives
- Analyze, interpret and apply technical operations and procedures, rules and regulations applicable to the assigned areas of responsibility.
- Prepare clear, complete and concise reports, directives, recommendations and work procedures.
- Meet assigned schedules and timelines.

PHYSICAL REQUIREMENTS

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful conditions
- Mental acuity to collect and interpret data, evaluate, reason define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office or kitchen equipment at required speed and accuracy
- Vision sufficient to read handwritten and printed materials on labels, manuals, safety materials, the display screen of various office or kitchen equipment and machines, etc.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain moderate to heavy physical labor for up to 8 hours, sit, stand, and/or walk for prolonged periods of time, or work in confined spaces
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to lift and/or carry 50 or more pounds of materials or supplies frequently and 80 pounds occasionally with assistance; push and/or pull a variety of supplies and equipment weighing 80 or more pounds occasionally with assistance. Requires daily handling and lifting of pots, pans, and cases of food; shared lifting of trash cans and cases of food weighing up to 50 lbs.
- Typically indoor work environment; may require some limited exposure to outdoor environment in order to assist with loading or unloading of supplies. May be exposed to extreme atmospheric and/or substance temperatures
- Work with chemical agents in a safe and effective manner without allergic reaction
- Physical tolerance to be exposed to dust, specific agents/chemicals, cleaners, foul smells
- Work in high noise level areas

OTHER REQUIREMENTS

Requires a valid California Driver License, and willingness and ability to travel to various sites within the bay area. Must possess a current manager's level certificate for food safety. Must be willing to receive and maintain a forklift operating certification within the first year of employment.