



Longview Independent School District

JOB DESCRIPTION

CULINARY ARTS TRAINER/CHEF

JOB TITLE:	Culinary Arts Trainer/Chef	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Director of Child Nutrition	TERMS:	226 Days
DEPARTMENT:	Child Nutrition	PAY GRADE:	Administrative 2

PRIMARY PURPOSE:

To train and coach all cooks on all aspects of their job as it relates to food production, food presentation and food safety; to develop recipes that increase student acceptance of school breakfast and lunch; to develop recipes that increase catering sales; to project a positive, supportive, service-oriented image of the Child Nutrition department; to support the goals and efforts of the Child Nutrition Department by accurately and efficiently completing assigned duties in a timely manner

QUALIFICATIONS:

Minimum Education/Certification:

Culinary Arts degree, preferred

Special Knowledge/Skills:

- Demonstrate ability to perform all food production tasks at an expert level
- Comprehensive understanding of a school food service program
- Demonstrate ability to adjust pace and style of coaching to meet the learning needs of participants
- Working knowledge of adult learning principles
- Effective interpersonal communicator
- Ability to present and facilitate training for large groups
- Ability to influence others without formal authority
- Effective organizational skills

Minimum Experience:

Experience in using software to plan menus, order goods and conduct physical inventories



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Prepare and facilitate training in kitchen basics and food safety to all new hires
2. Oversee training checklist of new employees by weekly visits; provide additional training as necessary
3. Provide on-the-job (on-site; hands-on) culinary training and coaching for all current Child Nutrition staff and managers
4. Observe workers engaged in preparing and portioning foods to ensure all Child Nutrition standards are met
5. Provide timely feedback to employees and their respective managers when observing behaviors not consistent with standard operating procedures
6. Develop menus for all Longview Schools; maintain menus in software and deploy menus as necessary
7. Work with the Child Nutrition Director to develop, test, and modify standardized recipes for school breakfast, school lunch, catering and bakery; train all staff in preparation of all new recipes
8. Conduct taste tests with students at all grade levels with all new products and recipes before being added to a menu
9. Support Child Nutrition Department efforts to produce the highest quality products consistently across all locations
10. Oversee HACCP program; conduct on-site reviews for HACCP
11. Oversee and resolve equipment issues
12. Provide on-site training of equipment as necessary
13. Assist with remodels and all equipment purchases
14. Research and make recommendations for large and small equipment for kitchens
15. Work with facilities to insure correct gas, electric, water is available for equipment
16. Review and approve kitchen small wares requests
17. Prepare all meals for all School Board meetings and workshops



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

18. Coordinate all catering events for the school district using Child Nutrition staff members
19. Work with the Child Nutrition Director to revise and update Child Nutrition operational standards
20. Work with the Child Nutrition Director to implement new concepts and special projects
21. Schedule use of training room and kitchen in the new warehouse
22. Make daily journal entries on school findings, personnel issues, problems, resolved, training performed, etc.
23. Comply with district policies, as well as state and federal laws and regulations
24. Adhere to the district's safety policies and procedures
25. Maintain confidentiality in the conduct of district business
26. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
27. Demonstrate regular and prompt attendance
28. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data



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WORKING CONDITIONS: (continued)

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Feb., 2017