

Mt. Diablo Unified School District

CLASS AND TITLE: Food & Nutrition Services Culinary Manager

REPORTS TO: Director of Food and Nutrition Services

Summary Definition

Under the direction of the Director of Food & Nutrition Services and Warehouse, lead Menu Planning for the Food and Nutrition Services Department at 55 schools and programs across Mt. Diablo USD. Develop, plan, and execute fresh and appealing standardized recipes for all school meal programs in alignment with the Food and Nutrition Services Department's vision and goals. Supervise the Central Kitchen program and assigned staff and, in partnership with Area Supervisors, supervise culinary operations at all District schools. Work in partnership with Department leadership to develop systems and strategies to increase scratch cooking and local fresh ingredients on school menus. provide culinary leadership in development and production of new and existing recipes and menu items. Provide culinary leadership and training for all Food & Nutrition Services Staff. Serve as a technical resource in recipe development, kitchen production workflow efficiency, train how to use operational equipment in all school sites, and participates in production, as needed, with all Food & Nutrition Services Staff. Works with students and faculty to guide menu development, school garden curriculum, plans and implements product and recipe tastings, demonstrations and evaluations. Oversee and direct district wide catering program, food truck program, and external catering contracts. Provide leadership in farm to school procurement supporting organic, local, and Eat Real procurement best practices. Communicate and promote community relations with customers including students, parents, school site administration, district administration, district education community, and general public.

Directly Responsible To

Director of Food & Nutrition Services and Warehouse

ESSENTIAL FUNCTIONS: Example of Duties (to include, but not limited to:)

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position is not intended to be an exhaustive list of duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

- Plan cycle menu with standardized recipes each semester for breakfast, lunch, snack, and supper, ensuring compliance with USDA and CDE rules and regulations (E) Develop recipes and menu components that align with federal meal program nutrition requirements and District Wellness standards, meet budgetary and quantity production restraints. Train staff on standardized recipes for reproducible results. E

- Work closely with Area Supervisors to coordinate food service inventory protocols and control, food safety protocols, efficient kitchen operations, and assure prepared food complies with quality, freshness, appearance and portion control standards; create kitchen protocols to ensure that MDUSD meets menu requirements, operating timelines and standardized recipes
- Coordinate and direct quality and portion control programs and kitchen and food service activities of school sites and kitchen operations; develop and maintain procedural manuals, recipes and other materials (E)
- 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
- Perform market research and conduct recipe/product demonstrations and tastings with students and district staff to ensure menu items are culturally diverse and appealing to students of all ages for acceptable menu items; analyze feedback; revise as necessary. E
- Work closely with the Warehouse and Operations Manager and Food Warehouse Coordinator to order food and food supplies accurately and set up stock items and nutritional within menu planning software
- Work closely with the Warehouse and Operations Manager to implement Farm to School programs within the Department and promote these programs to stakeholders
- Plan, direct, and oversee regular special events and limited catering for the Department
- Supervise the Central Kitchen and assigned staff (E)
 - Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, termination and disciplinary action; coordinate work assignments and review work to assure compliance with established rules and procedures
- Provide training and technical assistance to all food service staff (E)
 - Lead and develop regular professional development for staff on a variety of culinary topics
- Drive the maintenance and increase of scratch cooking for the Department utilizing fresh ingredients (E)
 - Consult on kitchen layout and design, procurement and sourcing, and systems to increase scratch cooking a local procurement
- Attend and conduct a variety of meetings as assigned
- Other duties as assigned
- Develop, plan, and coordinate comprehensive catering program in the preparation and serving of foods in various kitchen and serving environments, including daily adult meals, classroom celebrations, fundraisers and special events. E
- Analyze production operations for food and labor costs; recommend implementation of improvements in preparation, packaging, transportation and service for improved quality and efficiency standards. E
- Identify opportunities for and oversee training for Nutrition Services staff as it relates to food production, operation of equipment, culinary skills-based learning, meal service and presentation with the goal of increased participation, profitability and meal quality. E

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- Assist in maintaining food service facility and equipment; assist in inspect and review the food preparation and serving areas to ensure appropriate cleanliness and sanitation standards. **E**
- Develop catering menus and standardized recipes. Train nutrition personnel following recipes for quality and cost control. **E**
- Conduct and/or assist in the professional development and in-service and on-site training for Food & Nutrition Services Staff. **E**
- Observe kitchen operations, recommend improvements and strategic objectives for short-term and long-term plans in accordance with budgetary guidelines and District needs. **E**
- Serve food to students, staff and the public. **E**
- Deliver and serve special event caterings as needed. **E**
- Works with local growers to obtain locally grown fresh food, including, but not limited to fresh fruits and vegetables. **E**
- Does other related work as required and assigned. **E**

Additional Job Functions

Knowledge Of:

- Fundamentals of nutrition and culinary arts.
- Advanced principles of large quantity food preparation, distribution and serving materials, methods and equipment.
- Recipe development, menu planning and food cost calculations.
- Food ordering and storage practices.
- Proper utilization and care of commercial equipment.
- Basic mathematics pertaining to recipe conversion, measurements and inventory.
- Record keeping and report preparation.
- Principles of personnel training, organization and motivation techniques.
- Modern office equipment, including computers and applicable software.
- Marketing and social media.

Skilled In:

- Plan, organize, control, and direct the operations for recipe development, introduction of new entrée to students and customers, staff training, farm to school model, and catering operations.
- Accept and carry out responsibility for direction, control, and planning.
- Demonstrate appropriate cooking, baking, serving and cleaning methods and techniques.
- Train and supervise the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Assure compliance with health and safety regulations.
- Evaluate food products, supplies, and equipment.

- Interpret, apply, and explain applicable laws, codes, rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Apply applicable laws, codes, regulations, policies and procedures.
- Meet schedules and timelines.
- Plan and organize work and meet established schedules and timelines.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Operate a computer, relevant software and programs, and assigned office equipment.

Qualifications

- Earned and hold the Title of Sous Chef, Chef De Cuisine, or Executive Chef in any food service operation.
- Minimum of five years food service experience in commercial large quantity food preparation, distribution, or field operations, including three-year lead experience.
- Skill in applying federal, state, and local health and sanitation regulations applicable to food service activities, including handling, storage and operation, cleaning and care of utensils, equipment, and work area.
- Possession of a valid California driver's license.
- Valid SERV Safe certificate.
- The district may, in its sole discretion, substitute extensive or unique experiences, for any required employment standard.
- High School Diploma **Required**.
- **Desired:** Restaurant experience at Michelin One, Two, or Three-Star level. Understating of Brigade infrastructure in kitchen operations.

Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 35% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Physical Abilities

Sit, look downward, reach, (up to frequently); stand, walk, bend, stoop, squat, push, pull, foot controls (occasionally); climb stairs, twist (infrequently); repetitive hand activities within close reach, such as files, keyboard & handwriting (frequently); lift/carry up to 25 pounds (occasionally), may lift/carry equipment up to 75 pounds (infrequently); extensive reading; use seeing, hearing & speaking (including in person, phone & public address).

Hazards:

Heat from ovens, exposure to very hot foods, equipment and metal objects; working around knives or other sharp objects and working in cold and freezing temperature environments.

Other Qualifications:

Must successfully pass the district's pre-employment fingerprinting, TB testing, and mandated trainings.

DESIRABLE QUALIFICATIONS:

Training and Experience:

- Bachelor's Degree in business, nutrition, hospitality, or a related field from an accredited University
- Minimum 3 years of related professional-level increasingly responsible large scale food service experience cooking and baking from scratch, menu planning, food procurement or similar experience, preferably in a school setting
 - Substitution: Up to 4 years of education requirement may be substituted for additional relevant work experience on a year-by-year basis

Knowledge of:

- Management of school district food service operations and activities including the preparing, serving, distribution and selling of food items
- Methods, practices and procedures related to large-scale quality food production, service and storage
- Creating, adjusting and extending recipes and proper substitutions within established nutritional and fiscal guidelines
- Safety and sanitation practices related to preparing, handling and serving food
- General principles, theories and practices of child nutrition and menu planning including applicable local, state and federal laws, codes, regulations, policies and procedures
- Practices and procedures of food inventory
- Practices and principles of effective supervision and training

Skill in:

- Computer skills including Microsoft Office Suite, Google Suite, and menu planning/inventory management software
- Analytic and systems thinking necessary to interpret data to inform goals and strategies, as well as build and improve infrastructure
- Effective written and verbal communication
- Strong interpersonal skills including tact, patience and courtesy

Ability to:

- Perform complex mathematical calculations
- Plan and organize work to meet established schedules and deadlines
- Work effectively across multiple functions and roles within a complex organization
- Stand for extended periods of time, bend, kneel and stoop
- Sustain lifting of light to medium (under 25 pounds) and occasional lifting of heavy objects up to 50 pounds

- [Handle hot material and work in an environment dominated by wide temperature extremes](#)
- [Use kitchen utensils and equipment and move and position hot materials](#)
- [Drive a transit van with attached trailer](#)

[Licenses and Certificates:](#)

- [ServSafe Certification](#)
- [Valid California driver's license required](#)

Board Approved:

Management Salary Schedule

Classified Range – Range 8