

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.

ESSENTIAL FUNCTIONS:

E = Essential Functions

- Plan cycle menu with standardized recipes each semester for breakfast, lunch, snack, and supper, ensuring compliance with USDA and CDE rules and regulations. **(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. **(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.

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 DMA Classified Range – Range 8

261 Days

Board Approval: 11/13/2024 (pending)