

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

SUPERVISOR, FOOD SERVICE CHEF

DEFINITION

Under direction of the Director II, Food and Nutrition Services, the Supervisor, Food Service Chef supports the educational programs of the District by supervising and coordinating, developing and analyzing menus and recipes while maintaining the food service program's nutritional integrity through production of meals which meet current nutritional standards and meal pattern requirements.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Provide technical guidance, assistance and training for food service programs to ensure compliance with federal, state and local nutritional requirements and standards.
2. Develop and implement recipes for student meals while ensuring compliance with student dietary needs and with all local, state and federal guidelines and regulations.
3. Collaborate with school staff, parents, physicians and management staff to plan menus for children with special nutritional needs.
4. Prepare, test and analyze recipes for standardization across the District.
5. Supervise the central kitchen processes and staff, assuring staff adheres to District, state and federal educational and professional standards.
6. Coordinate the District-wide catering program.
7. Ensure operational procedures for efficient and effective food production and distribution.
8. Promote the Food Services program and products to students, staff, parents and the community.
9. Assess customer preferences to recommend menu that encourages participation in the program.
10. Provide various training to staff as needed and mandated by local, state and federal laws.
11. Assist with the planning, organization and coordination of accountability activities, such as data compilation, storage, retrieval, and analysis.
12. Supervise, evaluate and counsel members of classified staff to improve employee performance ensuring staff adhere to District, state, and federal educational and professional standards.
13. Keep up-to-date with current industry trends and developments, evaluating and presenting recommendations to adopt new procedures, foods, materials or equipment.
14. Participate in personnel management systems, including the recruitment, selection, retention, and separation of personnel.
15. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.
16. Attend required training in compliance with Professional Standards as determined by the United State Department of Agriculture.

QUALIFICATIONS

Knowledge of: Applicable sections of the State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; principles and methods of quality food service preparation, serving and storage; sanitation and safety practices related to handling, cooking, and serving food; methods of adjusting recipes; health and safety regulations, record keeping and report preparation techniques; knowledge of local, state and federal laws and regulations pertaining to school nutrition.

Ability to: Supervise, lead and direct the functions and activities of a food services program for a school district; demonstrate effective instructional, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact, and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; create, adjust and extend recipes that are in compliance with applicable state and federal guidelines; operate and maintain a variety of food service equipment; ability to create, adjust recipes that are in compliance with USDA guidelines for school meals; comply with the District's customer service standards, as outlined in Board Policy.

Education: Graduation from high school or equivalent.

Experience: Four years of experience in school food service/nutrition work including one year of lead or supervisory experience.

License: Valid ServSafe Food Safety Management Certification and a valid California driver's license.