

STOCKTON UNIFIED SCHOOL DISTRICT

NUTRITION SERVICES CULINARY MANAGER

**D(E)FINITION:**

The Nutrition Services Culinary Manager will plan, organize, and manage assigned operations of the Nutrition Services Department; prepare menus and menu specifications, establish and monitor quality control procedures to meet student acceptability and USDA and State guidelines.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Nutrition Services and/ or designee and may exercise direct supervision and guidance over assigned staff.

**R(E)PR(E)S(E)NTATIV(E) DUTI(E)S– (Incumbents may perform any combination of the essential functions shown below ((E))). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but, is intended to accurately reflect the principal job elements.)**

Implement and monitor menu changes and improvements (E).

Communicate policies, procedures and regulations; supervise and evaluate the performance of assigned staff (E).

Plan, organize, control, and manage assigned culinary operations of the Nutrition Services Department. (E)

Establish high standards for quality of food and menu development to provide students with access to a variety of nutritious and appealing foods. (E)

Oversee menu and nutrition standards compliance in the administration of the district's nutrition services programs. (E)

Develop menus and recipes. (E)

Manage and implement process to test and evaluate new and existing menu items and recipes for student acceptability. (E)

Implement and maintain a farm to school program. (E)

Implement and manage culinary skills training for department staff. (E)

Manage the bid language and specifications for all food items. Collaborates with the District Office staff to ensure purchasing process and procedure is followed. (E)

Supervise the use and participation in the USDA commodity program to ensure entitlement is properly utilized in the menu planning process. (E)

Manage the preparation and distribution of a variety of records, including menu production worksheets, product specifications, menus, recipes, and cost data reports. (E)

Visit site cafeterias to review compliance with Department standards for food safety and food quality. (E)

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Assist in the management of Nutrition Services audits. **(E)**

Collaborate with other operations staff within the Business Services Division. **(E)**

Provide technical expertise, information and assistance to the Director of Nutrition Services regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Director of unusual trends or problems and recommend appropriate corrective action. **(E)**

Review legislation related to Nutrition Services operations and provide guidance. **(E)**

Serve as liaison with other departments and government agencies regarding Nutrition Services operations. **(E)**

Develop and implement training related to assigned areas of responsibility. **(E)**

Communicate with district management staff and others concerning assigned functions; attend meetings on behalf of management staff. **(E)**

Train, supervise, and evaluate the work of assigned staff. **(E)**.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### Knowledge of:

- Organizational development principles and practices
- Principles and guidelines of school nutrition programs
- Applicable laws, codes, regulations, policies, and procedures
- Principles of management of food service operations
- Sanitation and food safety practices related to handling, cooking, baking, and serving food
- Recipe development
- Principles of quantity food production
- Operation of a computer and assigned software
- Microsoft Office applications
- Computer hardware and software utilized in School Nutrition Services Operations
- Oral and written communication skills
- Principles and practices of effective supervision and training
- Interpersonal skills using tact, patience and courtesy
- Conflict management skills

#### Ability To:

- Develop recipes and menus according to USDA requirements and student acceptability
- Create, implement, and maintain procedures
- Manage multiple projects simultaneously
- Plan, organize, and supervise the work of others
- Provide leadership and direction in assigned functions
- Exercise sound judgment in preparing analyses
- Perceive organizational implications of recommendations and conclusions
- Develop and implement standard operating procedures

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- Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Prepare comprehensive reports
- Direct the maintenance of a variety of reports and files related to assigned activities
- Interpret, apply and explain rules, regulations, policies and procedures
- Meet rigid schedules and time lines
- Train, supervise and evaluate the performance of assigned personnel

### **MINIMUM QUALIFICATIONS:**

#### Education and Experience:

- An associate's degree in culinary arts.
- At least three years of experience as a sous chef.
- At least three years of experience directly supervising employees in the preparation of food.

#### Licenses and Other Requirements:

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Food Manager Certification (ServSafe Manager certification or equivalent)
- Must complete annual continuing education training and/or coursework as mandated per federal regulations in accordance to the Healthy Hunger Free Kids Act of 2010

### **WORKING CONDITIONS:**

#### Environment:

Indoor office setting

#### Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.