

Mt. Diablo Unified School District
Food & Nutrition Services Culinary Manager

Summary Definition

Under the direction of the Director of Food & Nutrition Services and Warehouse, 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

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).

- 1) 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**
- 2) Perform market research and conduct recipe/product demonstrations and tastings with students and district staff for acceptable menu items; analyze feedback; revise as necessary. **E**
- 3) 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**
- 4) 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**
- 5) 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**
- 6) 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**
- 7) Develop catering menus and standardized recipes. Train Food & Nutrition Services Staff; following recipes for quality and cost control. **E**
- 8) Conduct and/or assist in the professional development and in-service and on-site training for Food & Nutrition Services Staff. **E**
- 9) Observe kitchen operations, recommend improvements and strategic objectives for short-term and long-term plans in accordance with budgetary guidelines and District needs. **E**
- 10) Serve food to students, staff and the public. **E**
- 11) Deliver and serve special event caterings as needed. **E**
- 12) Works with local growers to obtain locally grown fresh food, including, but not limited to fresh fruits and vegetables. **E**
- 13) 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.
- Applicable laws, codes, regulations, policies and procedures.
- 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 held 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 50 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.

Management Salary Schedule - Classified – Range 8

Expected Board Approval: 4-27-22