**SAMPLE EXECUTIVE CHEF JOB DESCRIPTION**

Job Title: Executive Chef

Division: [District Dependent] Job Code: XX

Department: Food Services Department (FSD) Affiliation: XX

Date Developed: XX Grade: XX

Revision Date: XX Overtime Status: XX

Reports To: Food Service Director

Supervisor’s Superior: [District Dependent]

Positions Supervised: [District Dependent]

**Job Summary**

Under direction of Food Service Director, supervises, monitors, oversees and evaluates District-wide daily food preparation, menu planning and food procurement operations and activities; supervises and oversees food preparation and food service operations in all schools and central kitchens in the district; and performs related duties as assigned.

Executive Chef is responsible for supervising, monitoring and overseeing District-wide daily food preparation, menu planning and food procurement operations and activities. The incumbent is also responsible for supervising the activities and staff of the Central Production Facility. Work requires significant responsibility for menu and recipe development using regional, organic and sustainably produced food products that are tasteful and appealing to students and adhere to USDA nutritional requirements. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guide­lines. Executive Chef is responsible for management of centralized nutrition services administrative staff and school site food service personnel.

**Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 class.

1. Plans, organizes, supervises and evaluates the work of assigned supervisors and staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual department budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve department and district goals, and objectives and performance measures consistent with the District’s quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s merit system rules, human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans and prepares menus to provide quality, nutritionally balanced meals according to USDA dietary guidelines; works with nutrition services staff to implement new menus; ensures menus are followed and that foods served are of the highest quality and taste standards; develops and tests new recipes using regional, organic and sustainably produced food products; recommends new and innovative menu items to introduce new foods to children, promote a varied diet and support nutrition promotions; ensures menus are enticing and list detailed produce and ingredients and supplying farms and food producers; meets with kitchen staff to review ingredients, food preparation requirements and menus; works with kitchen staff and nutrition services management to ensure requirements are met and issues are resolved on a timely basis.
5. Plans, supervises, monitors, evaluates and oversees the food production staff and operations of the cafeteria; meets with food production staff daily to review menus and service plans; develops daily project lists and defines staff responsibilities; monitors and oversees preparation and service of meals to students; ensures that preparation time is adequate for all menu components; oversees and monitors the work of students serving food and cleaning kitchen facilities to ensure students practice safe food handling procedures.
6. Selects, orders and purchases food supplies, culinary equipment and cleaning and laundry supplies; develops innovative strategies to ensure the use of fresh seasonal and sustainably grown produce, products and ingredients from local farms; sets criteria for product selection and evaluates food items; develops and maintains strong

working relationships with local farmers and purveyors; purchases, stores and tastes foods to ensure they are used in their prime; instructs staff on product stability issues; ensures foods and supplies are properly stored and rotated to ensure maximum freshness and minimize waste; identifies and determines maturity and ripeness of produce; analyzes and maintains food cost control and inventory records to determine improved methods for purchasing and utilization of food.

1. Provides instruction and training to staff on safe and sanitary food handling and the safe and proper operation of kitchen and culinary equipment; ensures proper care and maintenance of equipment and appliances; coordinates the repair of broken or unsafe equipment.
2. Ensures kitchen and dining areas are maintained in a clean and orderly manner; inspects kitchen and dining areas to ensure compliance with sanitary standards and observance of proper procedures; works with facilities maintenance staff to resolve hazardous conditions.
3. Establishes and ensures compliance with District sustainable practices, including intensive recycling and composting programs.
4. Prepares a variety of nutrition services reports and documents, including food sales, materials and preparation records; works with staff to ensure all required reporting is completed in a timely manner.
5. Represents the District at a variety of public events.

**Education and Related Work Experience**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; Associate degree, Culinary training certification or advanced training; some college or university-level coursework in institutional food service; and at least six years of progressively responsible experience in food preparation, menu planning and food service, at least one of which was in a Sous Chef capacity; or an equivalent combination of training and experience. Experience overseeing staff numbers in excess of 10 is preferred.

**Licenses, Registrations or Certifications**

1. Valid [insert state] Driver’s License
2. Current Serve Safe Certification or State/County Food Handler’s Certificate

**Technical Skills, Knowledge & Abilities**

* Methods and techniques of overseeing and supervising large-scale nutrition service programs.
* Principles of good nutrition, nutritional requirements and food values.
* Sources of meats and fresh produce, ripening conditions and storage requirements.
* Methods of quantity food preparation, service and storage, including safe and proper temperature of heated foods and cost controls.
* Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
* Federal and state regulations governing child nutrition programs such as USDA donated food usage.
* Methods and practices of sanitary food handling and storage.
* Methods of proper operation and maintenance of kitchen equipment.
* Techniques of record-keeping, ordering of food and equipment and inventory maintenance.
* Principles and practices of sound business communication.
* Research techniques, methods and procedures.
* Principles and practices of effective supervision.
* District merit system rules, human resources policies and procedures and labor contract provisions.
* Organize, manage, coordinate, implement, administer, oversee and evaluate District-wide nutrition services operations and activities.
* Supervise, train and evaluate performance of assigned staff.
* Develop and implement operation and training policies and procedures.
* Analyze food service operations for effectiveness and efficiency.
* Utilize fresh products while minimizing spoilage and waste.
* Maintain records, compile and verify data and prepare reports.
* Organize and supervise menu planning and recipe preparation and testing.
* Operate standard kitchen machines and equipment safely and efficiently.
* Communicate clearly and effectively, both orally and in writing.
* Prepare clear, concise and comprehensive correspondence, reports and other written materials.
* Organize, set priorities and exercise sound independent judgment within areas of responsibility.
* Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
* Establish and maintain effective working relationships with District management, administrators, staff, local farmers and food producers, vendors, students, the public and others encountered in the course of work.

**Other Required Proficiencies**

* Computers and peripherals
* Microsoft Office Word and Excel
* Working knowledge of K-12 food service software [name program] including; application management, point of sale and back office management modules.

**Safety to Self and Others**

* Be aware and create, to the best of ones’ ability, a physically and mentally safe environment for self and others.
* Report all unsafe working conditions.

**Safety Equipment**

* Sturdy shoes with oil resistant and non-slip soles required
* Food thermometer required (provided)
* Food handler’s gloves required (provided)
* Protective gloves for dishwashing required (provided)
* Cut Resistant Gloves for Slicer (provided)

**The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District, administrators, staff, vendors, parents and others encountered in the course of work.

**Work Environment**

May occasionally be exposed to conditions of extreme heat in kitchens.

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.*