**SAMPLE JOB DESCRIPTION: PRODUCTION CHEF**

Job Title: Production 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**

Food Services Production Chef, under the direction of the Food Services Director, is responsible for planning, implementing, overseeing, managing and reviewing operational, procurement, recipe and menu cycle development and maintenance, and administrative elements of District-wide Nutrition Services programs with an emphasis on management of the Central Production Kitchen, Menu planning and Procurement, Purchasing and Inventory Management.

An incumbent is responsible for monitoring Food Services staff and operations at school sites and the central production kitchen center, including Catering Services to ensure compliance with federal, state and district rules and regulations with assignments being broad in scope allowing for a high degree of administrative discretion in their execution.

**Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Understands and is able to communicate the philosophy of the [Sample School District]Food Services Program and on a daily basis helps to deliver information to the FS staff and school populations about the District Wellness Policy, the meals, the sources of the food, the recipes and the overall Nutrition Services program goals.
2. Plans, supervises and coordinates daily Food Service operations at the Central Production Facility to ensure compliance with federal, state and District regulations and policies.
3. Under the direction of the Director, implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results.
4. Assists in coordinating and integrating department functions and responsibilities to achieve optimal efficiency and effectiveness while monitoring performance against the annual departmental budget.
5. Coordinates, manages and participates in selection, training, assignment evaluation and supervision of assigned personnel at the Central Production Facility and school sites, as needed; evaluates training needs and plans and implements staff training and development programs.
6. Ensures adherence of FS program to application processes and meal accountability records for the National School Lunch Program, as operated by the State of [Name of State].
7. Under the direction of the FS Director, manages procurement, receiving, storage and transportation of food and supplies for the program, with a knowledge of and emphasis in sustainable whole foods systems. Develops, tests and manages recipe development, menu cycles for all age groups and meal types, including for profit catering programs.
8. Coordinates and maintains FS Department Time Clock management and Payroll System, coordinating with office staff and site staff to ensure maintenance of budgeted FTE, assignment of subs as needed, review of applications, interviewing and recommendations for hiring of site staff.
9. Analyze food service operation for cost effectiveness and efficiency consistent with FS Department Program, evaluate alternatives and develop sound recommendations for improvement.
10. Supports and understands District rules, human resources policies and procedures and labor contract provisions.

**Education and Related Work Experience**

* Bachelor’s degree or equivalent advanced training pertinent to the position requirements, such as advanced culinary degree, business, education, purchasing, nutrition, etc.
* At least five years of progressively responsible experience in large-scale (minimum 2000 meals) food service, food preparation and menu planning, with experience in school based programs preferred; or an equivalent combination of training and experience.
* Over five years experience in at least two of which was in an upper managerial capacity with oversight of staff numbers in excess of 10 is preferred.

**Licenses, Registrations or Certifications**

* Valid [insert state] Driver’s License
* Current Serve Safe Certification or State/County Food Handler’s Certificate (must acquire after one month)

**Technical Skills, Knowledge & Abilities**

* Oral and written communication skills
* English language skills
* Interpersonal relations skills.
* Basic math and accounting skills
* Personal computer, keyboarding and word processing skills
* Customer service and public relations skills
* Critical thinking and problem solving skills
* Organizational skills
* Methods and techniques of overseeing and managing large-scale nutrition service program operations, including cost accounting techniques and training methods
* Stand for extended periods of time and lift 50 pounds.
* Manage confidentiality in all aspects of job.
* Manage multiple tasks with frequent interruptions.
* Diffuse and manage volatile and stressful situations.
* Carry a pager, be on call and/or respond to calls 24/7.
* Prepare and maintain records, compile and verify data and prepare reports for district management and federal and state funding and regulatory agencies Organize and supervise menu planning and recipe preparation and testing.
* Establish and maintain effective working relationships with District, administrators, staff, vendors, parents and others encountered in the course of work.
* Train and evaluate district staff in all HACCP Standard Operating Procedures.
* Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

**Supervision Responsibilities**

* Plans and assigns work
* Directs and guides work
* Assists supervisor with appraising performance; provides input into the performance appraisal
* Responsible for appraising performance; completes the performance appraisal and submits it for approval
* Addresses complaints and resolves problems
* Trains employees
* Responsible for disciplining
* Assists supervisor with terminating employees; provides input into termination proceedings

**Technical Resource Responsibilities**

Trains, supports and supervises staff in use of MCS systems; POS systems and Time Clock system; NS Department Standard Operating Procedures; NSLP compliant procedure in proper recordkeeping for daily production; safe and proper use of all mechanical equipment used in NS sites.

**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 (must acquire after four months.)

**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; taste and smell; talk or hear both in person and by telephone; climb or balance; stoop, kneel, crouch, or crawl; 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; compare, 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, use interpersonal skills and interact with District, administrators, staff, vendors, parents and others encountered in the course of work.

**Vision Demands**

Vision skills require to successfully perform the essential functions of the job: close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The incumbent may occasionally be exposed to conditions of extreme heat in kitchens, as well as working near fumes, airborne particles, moving mechanical parts, toxic or caustic chemicals, outdoor weather conditions, extreme cold (non-weather), and loud noise levels.

*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.*