**SAMPLE JOB DESCRIPTION: PRODUCTION SOUS CHEF**

Job Title: Production Sous 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 the direction of the [District Dependent], the Production Sous Chef is responsible for the oversight of, production and pack-out of meals for school sites in the Central Production Center. The Sous Chef’s culinary and management skills facilitate the from-scratch preparation of whole, fresh delicious and nourishing foods, while maintaining a harmonious, clean, safe and orderly work environment.

**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.

**Key: (D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, **(A)** annually

| **Job Task Descriptions** | **Frequency** | **% of Time** |
| --- | --- | --- |
| 1. Understands and communicates the Food Services Program philosophy. Informs NS staff and school community of the District Wellness Policy, meals, food sources, recipes and overall Nutrition Services program goals on a daily basis. | D | 20 |
| 2. Plans, supervises, monitors, evaluates and oversees the food production operations of the regional production center; meets with food production staff daily to review menus and service plans; develops daily project lists and defines staff responsibilities and procedures. | D | 20 |

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| --- | --- | --- |
| 3. Ensures foods and supplies are accurately ordered, received, 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. | D | 10 |
| 4. Ensures cleanliness and sanitation of kitchen, and storage areas under the auspices of NS Department including, but not limited to, walk-ins, refrigeration, freezers, dry storage and NS site office areas. | D | 10 |
| 5. Is responsible for computer based management of orders, receiving, recipes, inventory, and production records using Horizons Software. Is responsible for the fiscal accountability of the regional production center. | D | 10 |
| 6. Directs and assigns work and supervises, [District dependent - Production Cook, Production Assistant and FS Drivers]; communicates with [District Dependent] and Food Services Director regarding staff performance and needs.  | D | 10 |
| 7. Communicates with other management team co-workers to facilitate teamwork efficiency required to insure the daily preparation and production deadlines are met in the regional production center. | D | 2.5 |
| 8. Provides day-to-day leadership and works with staff to ensure a high performance, efficient, quality product oriented work environment which supports achieving District objectives; provides leadership and participates in programs and activities that promote a positive employee relations environment. | D | 10 |
| 9. 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. | D | 5 |
| 10. Performs other Duties as directed. | Ongoing | 2.5 |
|   | **TOTAL** | **100%** |

**Education and Related Work Experience**

* Bachelor’s degree or equivalent advanced training pertinent to the position requirements, such as accounting, communications, business, education, purchasing, transportation, nutrition, or a Culinary Arts degree.
* Over five yearsexperience in with specialized training in culinary skills, with a minimum of 5 years experience in large scale (1000 portion batches preferred) from-scratch cooking and baking in a commercial or institutional environment, preferably including experience with USDA Child Nutrition standards and compliance.

**Licenses, Registrations or Certifications**

* Must obtain Serve Safe Certificate or State/County Food Handler’s Permit by completion of probationary period
* Valid [insert state] driver’s license and clean driving record that meets [School District Name] insurability requirements
* A criminal background check is required for hire
* Offer contingent upon passing post-offer physical

**Technical Skills, Knowledge & Abilities**

* Intermediate oral and written communication skills
* Intermediate English language skills
* Advanced interpersonal relations skills
* Advanced math and accounting skills
* Advanced personal computer, keyboarding and word processing skills
* Advanced customer service and public relations skills
* Advanced critical thinking and problem solving skills
* Advanced organizational skills
* Advanced Culinary skills
* Ability to manage confidentiality in all aspects of job
* Ability to manage multiple priorities
* Ability to manage multiple tasks with frequent interruptions
* Ability to diffuse and manage volatile and stressful situations
* Ability to understand and follow all HACCP Standard Operating Procedures
* Ability to stand for extended periods of time
* Ability to lift up to 50 lbs on a frequent basis

**Other Required Proficiencies**

* Must be able to perform tasks on computers and peripherals at time of hire
* Must pass basic math test prior to hire
* Must pass cooking and menu test prior to hire
* Working Knowledge of K-12 Food Service Software and all Back Office modules within 2 months of hire.
* Working knowledge of large scale cooking equipment such as tilt skillets, combi ovens, blast chillers, slicers and mixers

**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

* The employee is frequently required to stand, walk, use their hands to finger, handle or feel, reach with their hands and arms; talk; hear; taste and smell (over 2/3 of the time).
* The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl (up to 1/3 of the time).
* The employee must frequently lift up to 10 pounds (over 2/3 of the time).
* The employee is regularly required to lift and/or move up to 50 pounds and frequently move heavy loads (up to 2/3 of the time).
* The specific vision abilities required by this job include close vision (20 inches or less), distance vision (clear vision at 20 feet or more), ability to identify and distinguish colors, peripheral vision, depth perception and ability to adjust focus.

**Mental Demands**

While performing the duties of this job, the employee is regularly required to compare, communicate and compute, analyze, copy, coordinate, instruct, synthesize, evaluate, compile information, negotiate and use interpersonal skills (over 2/3 of the time).

**Work Environment**

* While performing the duties of this job, the employee is regularly exposed to non-weather wet or humid conditions (up to 2/3 of the time).
* The employee must occasionally work near moving mechanical parts; work in high, precarious places; be exposed to fumes or airborne particles; be exposed to toxic or caustic chemicals; be exposed to outdoor weather conditions; have risk of electrical shock (under 1/3 of the time).
* The employee is occasionally exposed to non-weather related extreme cold and heat (less than 1/3 of the time).
* The employee is exposed to very loud noise levels in this position.

*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.*