



Azusa Unified School District
546 South Citrus Ave.
Azusa, CA 91702
(626) 967-6211
www.azusausd.k12.ca.us

Classification: Chef
Range: 41

Chef

SUMMARY

Under the direction of the Director Nutrition Services, the Chef is responsible for the development, planning and execution of menus and recipes for food service for the Azusa Unified School District. The Chef creates procurement protocols that align with the District's nutritional standards and works with kitchen managers to train employees. The Chef works closely with the Child Nutrition Management team to develop, implement, and lead pilot programs in accordance with the District's School Meal Experience strategic plan.

REPRESENTATIVE DUTIES

- Plans the District's food service culinary activities including daily production and service, planning menus, developing recipes, catering planning and implementing effective procurement.
- Develops a from-scratch cooking program utilizing fresh ingredients.
- Plans a cycle menu with standardized recipes for breakfast, lunch, snack and catering, and partners with appropriate staff to ensure compliance with USDA and CDE rules and regulations and the District's nutrition policy.
- Works closely with staff to coordinate food service inventory protocols and control, food safety protocols, efficient kitchen operations, and assures that prepared food complies with quality, freshness, appearance, and portion control standards.
- Creates and standardizes catering menu recipes.
- Plans and manages catering program to comply with the District's and Department standards.
- Creates protocols for the cooking, assembly, packaging, preparation, heating, transport, distribution and serving of entrees, side dishes, beverages, desserts, fruits, vegetables and other breakfast and lunch items.
- Plans, organizes, and directs the set-up and stocking of catering supplies.
- Coordinates and directs quality and portion control programs and kitchen and food service activities of school sites and kitchen operations; develops and maintains procedural manuals, recipes, and other materials.
- Provides input on kitchen design standards including equipment and small ware.
- Assures culinary offerings are aligned with current industry trends and are culturally relevant to customers.
- Coordinates and participates with families and community-based nutrition organizations and government agencies to ensure high nutritional and operational standards.
- Assists with the implementation of the District's school meal strategic plan.
- Assists in the development and implementation of student meal scratch cooked recipes.
- Attends meetings, workshops, and conferences as assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of

- Buy American Provision.
- Hazard Analysis Critical Control Point program (HACCP).
- General principles, theories and practices of child nutrition, food values, food combinations, economical substitutions, and menu planning.

- Quality and portion control techniques.
- Technical aspects of researching, analyzing data, making determinations, comparing and purchasing groceries, packaging materials, chemicals and equipment.
- Methods and procedures used in the purchasing of groceries, packaging materials, chemicals, equipment and services including applicable laws.
- Methods and procedures used to maintain inventory of groceries, packaging materials, chemicals, equipment, and services including applicable laws.
- Vendors and sources of groceries, packaging materials, chemicals, equipment, and services commonly used in school food service programs.
- Highly complex and specialized procedures and computer software systems, procurement processes, perpetual and periodic inventory procedures and written specifications and reports; record keeping techniques.
- Proper usage of the English language including written and verbal communication, grammar, spelling, and punctuation; telephone etiquette; email etiquette.
- Interpersonal skills using tact, patience, and courtesy; developing effective relationships with others.
- District policies, applicable sections of the State Education Code, United States Department of Agriculture procurement regulations specifically related to School Nutrition programs, Buy American Provision and Open and Free Competition requirements; other laws and regulations specifically related to procurement policies and procedures.

Ability to

- Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
- Plan, organize, coordinate a large complex catering and scratch cooking program.
- Ability to read, write, and speak in English.
- Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals.
- Ability to write complex and detailed instructions, reports, and correspondence.
- Ability to speak effectively one-one and/or before internal and/or external groups.
- Keep current on sanitation and health laws and regulations.
- Keep abreast of methods and practices in large-scale food operations. Analyze problems and recommend solutions.
- Perform a variety of complex technical duties involving specialized knowledge and independent judgment. Exercise sound judgment in the purchase of groceries, packaging materials, chemicals, equipment, and services.
- Explain and apply policies, practices, and terminology used in the procurement of groceries, packaging materials, chemicals, equipment, and services.
- Communicate clearly; understand and interpret district and other rules, regulations, policies, procedures, and laws.
- Understand and follow oral and written directions.
- Operate a computer, related software, and other office equipment; organize, coordinate, and prioritize computer generated materials and activities.
- Maintain records; prepare reports related to assigned activities.
- Establish and maintain strong working relationships.
- Work cooperatively with others; work independently or as part of a team.
- Complete work accurately; meet schedules and timelines; work with frequent interruptions; manage multiple projects simultaneously.
- Analyze situations accurately and take appropriate action.
- Train and coach other employees.
- Perform other related duties as required.

Technology, Equipment and Tool Skills:

Proficient ability to use a personal computer, software, and databases specific to the District, Internet, and relevant online applications. Knowledge of and ability to proficiently use contemporary software applications and online resources applicable to K-12 food service/child nutrition programs. Ability to proficiently use modern office equipment and communications devices.

EMPLOYMENT STANDARDS

Education

- Associates degree in Culinary Arts or equivalent from an accredited college or university and three years professional-level experience cooking and baking from scratch, menu planning, food procurement or similar experiences, preferably in a school or institutional setting.

Experience

- Working in a large-scale food service operation, procurement and/or inventory control is required.
- Experience working as an Executive Chef or Sous Chef is preferred.

Licenses/Certificates

- Valid California Class C Driver's License
- Valid Food Safety Certificate

WORKING CONDITIONS WHICH MAY OCCUR

Office, kitchen, and diverse school site environments with varied noise levels, fast-paced work, and frequent interruptions.

Must drive a vehicle to conduct work.

Reasonable accommodations may be made to enable a person with disability to perform the essential functions of the job.

PHYSICAL ABILITIES

- Consistent mental alertness
- Sitting or standing for extended periods of time
- Lifting, carrying, pushing, and pulling objects up to/in excess of 30 pounds
- Bending and twisting at the waist
- Reaching overhead, above the shoulders and horizontally
- Dexterity of both hands and fingers while performing duties
- Seeing to read, write and use the computer
- Hearing and speaking to exchange information, in person or on the telephone

MENTAL ABILITIES

- Oral Comprehension
- Oral Expression
- Speech Recognition
- Written Comprehension
- Written Expression
- Problem Sensitivity
- Deductive Reasoning
- Inductive Reasoning
- Information Ordering

HAZARDS

Heat from ovens, stoves, steamers, etc.; exposure to very hot foods, oils and liquids, equipment and metal objects; working around knives or other sharp objects.