

**Killeen Independent School District
Job Description**

Job Title: District Chef
Reports To: School Nutrition Supervisor
FLSA Status: Non-exempt, 180 days

SUMMARY:

To supervise and coordinate all catering support to the district and trains cafeteria managers on quality food production standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Assist in training assigned Managers and Cashier/Cooks.

Develop training material that includes both hands on and written procedures to execute recipes and menus.

Support campuses in managing and teaching standards of quality food preparation and serving line set up.

Responsible for the catering kitchen facility, such as sanitation, maintenance of equipment, accountability of groceries, and ensures facility is properly secured.

Schedules all catered events.

Orders, purchases and delivers materials, sets up, prepares, presents, cleans up facility and schedules personnel.

Responsible for costing all menus to ensure all catered events are profitable.

Performs duties as a substitute manager when the need arises.

Ensures the school nutrition program is in compliance with all local, state and federal guidelines and that all guidelines are followed and implemented accordingly.

Assists with marketing and promotional procedures to assure high participation in the Nutrition Service programs.

Supervises personnel when catering special events and conducts staff training.

Assists with Leo Buckley Concessions operation when/if needed.

Read labels and use appropriate chemicals to clean and sanitize kitchen facility and dining room.

Establish and enforces standards for cleanliness, health, HACCP, and safety by following health and safety codes and regulations.

Maintains a safe and hazard-free working environment.

Performs preventive maintenance checklist.

Must be willing to work at different locations throughout the school district as needed during the work day.

Performs all tasks required of a School Nutrition employee.

Must be able to work a flexible schedule, as some catering events may be in the evening/night. Performs other tasks as may be assigned by the School Nutrition Supervisor, School Nutrition Coordinators, or Director of School Nutrition.

SUPERVISORY RESPONSIBILITIES

Supervises employees assisting with catering events. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

QUALIFICATIONS

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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE

High School diploma or general education degree (GED) required. Two years' experience in institutional food service operations with an emphasis in culinary experience preferred. Catering experience preferred.

LANGUAGE SKILLS

Ability to read and comprehend instructions, short correspondence, and memorandums in English. Ability to write correspondence, and memorandums in English. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers and common fractions and decimals.

REASONING ABILITY

Ability to understand and carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATIONS, LICENSES, REGISTRATIONS

Applicants must have a Current Food Handler's Card obtained from the Bell County Public Health District, ServSafe Sanitation Certificate, or a Certified Professional Food Handler Certificate. Incumbents must pass ServSafe or Certified Professional Food Handler Course within one year in position and maintain certification throughout tenure in the position.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to stand, talk, see and hear. The employee is frequently required to walk; use hand to finger, handle or feel and reach with hands and arms. The employee must occasionally lift/move 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable Individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is sometimes exposed to wet/humid conditions, moderate hot/cold temperatures, and moving kitchen equipment. The employee is occasionally exposed to toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate. Exposure to extreme hot/cold temperatures is usually moderate.

OTHER SKILLS AND ABILITIES

Ability to use large and small kitchen equipment to include electric slicer, mixer, pressure steamer, deep-fat fryer, sharp cutting tools, ovens dishwasher and food utility carts.

ADDITIONAL INFORMATION:

Must have a professional standard of appearance and be in compliance of the dress code required by the School Nutrition Department.

Revised Date: July 21, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.