



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	EXECUTIVE CHEF NUTRITION SERVICE CENTER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	202 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8107
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Serves as the lead of the culinary development team. Must possess a Chef level understanding of menu planning and culinary training. Works with Director, Manager, Coordinator of Menu and Dietary Needs to evaluate, develop, and implement recipes. Oversees formalized product testing and market research program to meet the needs of students and staff, in compliance with USDA Federal, State and Department guidelines. Responsible for working closely with Central Kitchen production staff, Food Service Managers and Assistants at 148 Jefferson County School Sites. Represents the department to staff, schools, parents and community through events and demonstrations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to research and develop new menus and recipes in accordance with nutritional standards and food costs

Assists in onsite training of personnel on culinary technique, recipe assembly, and flow

Develops materials and procedures relevant to preparation and service of recipes (i.e., recipes cards, descriptions and pictures.)

Works with Food Procurement Coordinator to research, cook, and test new products

Works with Central Kitchen production staff on production culinary techniques and product development related to each department

Utilizes software, maintains reports relevant to key performance indicators pertaining to menu product development

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and trains employees in the correct and safe use of equipment, food storage, and proper sanitation procedures

Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and SSOP's

Attends conferences and professional developments required by department

Represents the department to staff, schools, and community to increase student participation and promote school nutrition programs

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Five (5) years of experience in culinary arts at a level equivalent to that of an Executive Chef or higher
Valid commercial driver's license
Valid KY compliant Food Safety Certificate
Must be computer literate able to utilize Microsoft Office Suite
Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor's in Culinary Arts or related field
Experience in school meal programs
Presentation and demonstration skills
HACCP Certification
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.