

CULINARY SERVICE SUPERVISOR

DEFINITION

Coordinates and organizes the culinary and catering aspects of the District's food service program; under general direction of the Food Services Division administration.

TYPICAL DUTIES

- Collaborates with the District menu development team to develop innovative meal options and coordinate the implementation of flavor profiles, food preparation and presentation into District-wide recipe development.
- Recommends and develops menus and recipes, preparation and cooking techniques for District catering, food truck, and special events, including culturally relevant foods and themed menus; modifies and updates existing menu items and recipes.
- Supervises the staffing of District food trucks including planning the operations, scheduling, and daily deployment.
- Executes logistics of District catering, food truck, and special functions, including planning, ordering, preparing food, set up, service and staffing, and breakdown of events.
- Coordinates with the District menu development team to arrange and host student and parent taste test events throughout the year, and to collect feedback on student and parent preferences to better inform menu and recipe development.
- Assists with staff development and training in culinary and creative food presentation skills, proper cooking and preparation techniques, and use of new equipment to present food that is healthy, flavorful, and appealing.
- Works with food services staff to identify kitchen equipment and small wares needs, define specifications, test, and evaluate products for acceptability.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Culinary Service Supervisor coordinates and organizes the culinary aspects of the District's culinary program, develops new school-based and catering menus and implement innovative recipes into the District's meal program; and coordinates and organizes various food service events.

A Food Production Manager plans, coordinates, and supervises the operation of the Newman Nutrition Center (NNC) and manages activities pertaining to preparing and packaging large volumes of pre-plated meals and individual food items in large quantities.

An Area Food Services Supervisor provides general supervision to and coordinates food services programs in an assigned District food services area and may be assigned central office projects or administrative functions.

A Nutrition Specialist develops and analyzes menus and recipes, schedules tests and recommends foods and related products for purchase, serves as a technical resource in matters of nutrition, and provides technical guidance over the operation of various District food service programs to ensure compliance with federal, State, and local nutritional requirements and standards.

SUPERVISION

The Culinary Service Supervisor receives general supervision from a Food Production Manager or Deputy Director of Food Services. Supervision is exercised over lower-level staff involved in food production, preparation, presentation of school meals, food truck operations, and catering events.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of culinary arts, catering, and events planning
- Menu and recipe development, flavor profiles, and food presentation
- Hazardous Analysis Critical Control Point (HACCP) system of food handling, safety, and sanitation standards
- Rules and regulations governing all school nutrition programs such as the National School Lunch Program, School Breakfast Program, Child Care Feeding Program, and School Snacks operated by the District
- Methodology of culinary calculations, planning, production, and serving food in large quantities
- Correct selection, testing utilization, care, and safety regulations and practices applicable to food production facilities and equipment

Ability to:

- Plan the logistics of a catering, food truck, or special event operations including scheduling, staffing, ordering, and other tasks associated with catering and event planning
- Create and develop recipes, themed menus, creative ideas for presentation, decoration, etc.
- Cater large District events
- Train staff in food preparation
- Establish and maintain effective working relationships with vendors, food service personnel, and others

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent education proficiency; and 20 semester or equivalent quarter units in culinary arts, or a Certificate of Achievement in culinary arts, or an associate's degree in culinary arts. The aforementioned education must be obtained from a recognized university, college, or trade school.

Experience:

Three years of experience developing recipes and menus in large batch quantities (300 servings per day or more), preferably served in multiple unit locations. Experience developing recipes and menus in institutional facilities, hospitality and hotel chains, restaurant chains, or food production/food processing companies is preferred.

Special:

- A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.
- A valid "ServSafe Food Protection Manager Certificate" issued by the National Restaurant Association or equivalent.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
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SD/MJM