

Union Public Schools Job Description

Position Title: Culinary Trainer/Coordinator
Department: Child Nutrition
Reports To: Director of Child Nutrition

FLSA Designation: Exempt

SUMMARY: Basic responsibilities include supervising the production of nutritious, quality foods at all school sites in order to assure the attainment of the Child Nutrition Mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assures safe and sanitary preparation of foods at all school sites through training and site supervisory visits.
- Monitors and controls food costs and reduces waste.
- Develops and standardizes recipes, assists with menu writing.
- Trains all Child Nutrition employees on culinary techniques that yield healthier, more flavorful, and more student-favorable foods.
- Conducts display cooking events at the secondary schools.
- Develops programs for the secondary schools that will “delight” that specific age group.
- Develops and implements marketing and promotion of special Child Nutrition events at all schools to increase student participation and satisfaction.
- Evaluates cafeterias for appropriate marketing materials and atmosphere.
- Conducts student forums to obtain student feedback for future menu options.
- Assists with nutrition education events and conducts cooking demonstrations for students, parents, and staff.
- Develops, plans, implements, and conducts catering.
- Works with food and equipment distributors to bring new items the district; tests and evaluates new products, foods and equipment.
- Develops and establishes business relationships with local farmers to provide more Farm to School fresh products.
- Assists with development of bid specifications and procurement of foods, supplies, and equipment.
- Assists with inventory control.
- Provides feedback and conducts employee evaluations as part of the supervisory team.
- Responsible for the operations, training, auditing, evaluation, development, and correction of employees, and HAACP and food safety programs at the school sites.
- Works well with both supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees.

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required.*

EDUCATION and/or EXPERIENCE: (a) Bachelor's degree in Hotel/Restaurant Administration, Culinary Arts degree or certification, or Nutrition preferred; (b) or related field with at least three years experience in quantity food preparation, personal management and/or business management is desirable; (c) School food service preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid ServSafe Certification required.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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 almost continuously required to sit, stand, walk, talk or hear. The employee may occasionally lift and/or move up to 50 pounds such as milk crates, frozen foods, fruit, canned food etc. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee may occasionally work in temperatures above 100°. The noise level in the work environment is moderately noisy in the presence of students/children.