

LODI UNIFIED SCHOOL DISTRICT CLASS TITLE: NUTRITION SERVICES CULINARY SUPERVISOR

BASIC FUNCTION: Under the general direction of the Director of Nutrition Services, oversees and manages food system operations, catering services, vending agreements, summer feeding programs, the Central Kitchen and other special initiatives. Collaborates with the Nutrition Services management team to plan, organize, and direct the daily operations and activities of the programs for the District. Develops standardized recipes, including meal contribution calculations, costing, production, and presentation. Performs other related work as assigned and/or required.

SUPERVISION RECEIVED AND EXERCISED: Under the immediate direction of the Director of Nutrition Services. Supervises and evaluates Nutrition Services staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: Duties and responsibilities may include, but are not limited to the following:

- Conduct recipe development with a focus on utilization of commodity food items, scratch baking, and cooking to meet strict nutritional guidelines required by all federally funded meal programs. E
- Ensure recipes include proper crediting, scaling, and recipe costing. E
- Integrate HACCP steps into standardized recipes. E
- Coordinate with local farmers to acquire products and integrate them into freshly made menu items. E
- Prepare and create a wide variety of cuisines, including traditional and trendy contemporary fare. E
- Plan, supervise, monitor, evaluate, and oversee the food production operation, including student and staff meals, catering, and other special meal services. E
- Meet with food production staff to review recipes, menus, service plans, and production schedules; develop project lists and define staff responsibilities to ensure procedures are followed. E
- Forecast, plan production, and ensure food, ingredients, and supplies are accurately ordered, received, properly stored. E
- Receive, inspect, and verify delivery of food supplies. E
- Effectively manage the food system and assure proper utilization of all goods. E
- Analyze and maintain food cost control and inventory records to determine improved methods for purchasing and utilization of food. E
- Complete monthly inventory reconciliation. E
- Monitor and train staff to ensure adherence to appropriate food safety and sanitation practices. E
- Oversee all aspects of the food recall process, from initial alert to resolution, ensuring that recall procedures align with regulatory standards. E
- Assist with departmental professional development activities and oversee the development of required training materials. E

- Maintain high standards of food preparation and service with an emphasis on producing appetizing and appealing meals through plate presentation and product consistency. E
- Collaborate with the District nutrition specialist to incorporate freshly made products on the menu. E
- Partner with internal and external culinary programs and organizations to educate and provide work experience. E
- Assist with student engagement and participation in menu development and coordinate with culinary classes to provide an opportunity for involvement. E
- Prepare reports and presentations in a variety of formats. E
- Train and lead staff on the proper operation, safety, and sanitation procedures of commercial-grade kitchen equipment. E
- Assist in evaluating equipment and tools used in production and food distribution, including the development of product specifications. E
- Supervise, organize, review, and evaluate the performance of assigned nutrition services personnel. E
- Attend and assist in coordinating meetings as required. E
- Attend and complete federal regulatory school nutrition professional development training requirements. E
- Support a positive climate of customer service in all interactions and communications with students, District staff, families, and community members. E
- Work a variable schedule, including early mornings, evenings, and weekends, as required based on catering/special event coordination. E
- Drive a District or personal vehicle to conduct work, visit school sites, travel to other organizations, caterings, meetings, and workshops. E
- Regularly work in variable indoor and outdoor conditions; extended periods of standing and/or walking and work in areas of variable temperature conditions. E
- Attend federal regulatory professional development training and stay current with industry trends through conferences and workshops. E
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable local, state, and federal laws, regulations, and procedures as they pertain to the federal meal programs.
- Methods, procedures, and techniques for preparing, cooking, baking, and serving foods in large quantities.
- Techniques of menu design, recipe development, food preparation, and production.
- Sanitation and safety practices and Hazard Analysis and Critical Control Points (HACCP) procedures.
- Operation of commercial kitchen equipment systems.
- Principles, procedures, methods, and strategies of organization, administration, supervision, training, and management.
- Special event and food facility planning and catering coordination.

- Menu planning, nutritional analysis, and related dietary guidelines for federal and state meal programs.
- Procurement and inventory processes.
- Principles of food services management.
- Cloud-based technology platforms, programs and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Plan, organize, coordinate, and supervise District-wide food system operations and work performed by assigned personnel in a professional and tactful manner.
- Plan and implement large-scale food production, menu planning and compliance.
- Supervise, train, and evaluate staff in compliance with food safety and sanitation guidelines.
- Stay current with trends in the culinary and foodservice industries.
- Partner with department-wide procurement staff.
- Formulate, create and implement recipes throughout the food system.
- Provide leadership in promoting student involvement and feedback in menu development.
- Prepare and present food cost and system reports and training materials.
- Analyze nutrition service operations for cost-effectiveness and efficiency.
- Supervise and maintain food production quality and consistency.
- Organize and lead workshops and training related to school meal programs.
- Adapt to a variable schedule, including early mornings, evenings, and weekends.
- Drive to various locations for work-related activities.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: Associates Degree or higher in nutrition, food science, culinary arts, hospitality, food management, or related field, or an apprenticeship program offered by a professional culinary institute or trade industry association and three years of increasing responsibility as a supervisor in the field of nutrition, including quantity food preparation as a chef or food production supervisor, and inventory management. Experience in complying with the USDA federal regulations for school nutrition programs is required.
- Maintain at least 10 hours of annual continuing education to meet USDA Professional Standards for School Nutrition Professionals.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's License.
- Valid ServSafe Manager certificate.

Should an applicant without the following certifications receive an offer of employment in this position, the timeline for completing these certifications is within one year of employment. Failure to achieve these certifications as prescribed shall result in termination, unless granted an extension by the Director of Nutrition Services.

- Certified Executive Chef through the American Culinary Federation or equivalent.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environments; school kitchen, central kitchen, vended, catering and special event venues.

PHYSICAL ABILITIES:

- Hear and speak to communicate effectively in person and on the telephone.
- See to read, prepare documents and reports, and view a computer monitor.
- Dexterity of hands and fingers to operate a computer keyboard and kitchen equipment.
- Bend at the waist, reach overhead, above the shoulders, and horizontally.
- Lifting, carrying, pulling, or pushing moderately heavy objects.
- Work in areas of variable temperature conditions and regularly work in variable indoor and outdoor conditions.
- Extended periods of standing and/or walking.