

EXECUTIVE CHEF

Code No.: 5-03-007
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative chef position in a school district. Duties include recipe development and execution to drive student satisfaction with menus, as well as overseeing the training of adults who are prospective food service employees. The employee reports directly to, and works under the general supervision of, a Director of School Food Services or other higher-level staff member. General supervision is exercised over food service staff such as Cooks. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Develops new recipes that are creative and legislatively compliant;

Executes regulatory agency standards and programs

Supervises food production and training of adult students as well as current staff in all models of service including but not limited to line service, catering and short order service;

Ensures compliance with workplace safety standards;

Oversees quality of product from receiving and storage to recipe preparation with consideration of cost control versus quality;

Addresses product shortages due to agricultural issues by using creative menu and recipe formulations and alternate resources;

Works in conjunction with management team to approve all prepared items;

Ensures that food is properly prepared on time in accordance with menus and recipes;

Assists with disciplinary issues and addresses inappropriate behavior;

Supervises the training of kitchen staff involved in food preparation;

Maintains time and payroll records.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the proper methods of preparing, cooking and serving food in large quantities and for storing and preserving food; thorough knowledge of the sanitary and safety principles and practices applicable to food production and serving; good knowledge of the principles of nutrition and a balanced diet; good knowledge of "Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Health, Hunger-Free Kids Act of 2010"; ability to coordinate, supervise and participate in food preparation and service for an institution in a safe and sanitary manner; supervisory ability; ability to plan and prepare a complete menu in an efficient and economical manner; ability to create, serve, preserve, and store food with proper regard to sanitary and safety principles; ability to establish and maintain effective working relationships with others; ability to communicate orally and in writing, ability to

teach and train adults to work in the food service industry; ability to maintain inventory; record keeping ability; ability to develop new and creative recipes; ability to assist with disciplinary issues and maintain proper behavior; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Bachelor's degree in Food Service Administration, Culinary Arts, or a closely related field, PLUS four (4) years paid full-time or its part-time equivalent experience in the preparation and cooking of a complete menu of foodstuffs for a restaurant, hotel or institution, other than short order or fast food, one (1) year of which must have been in a supervisory capacity*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Food Service Administration, Culinary Arts, or a closely related field, PLUS six (6) years paid full-time or its part-time equivalent experience in the preparation and cooking of a complete menu of foodstuffs for a restaurant, hotel or institution, other than short order or fast food, one (1) year of which must have been in a supervisory capacity*; OR,
- (C) Eight (8) years paid full-time or its part-time equivalent experience in the preparation and cooking of a complete menu of foodstuffs for a restaurant, hotel or institution, other than short order or fast food, one (1) year of which must have been in a supervisory capacity*; OR
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENTS: Valid Level 1 Food Handler in Charge certification issued by either the National Registry of Food Safety Professionals, the National Restaurant Association (ServSafe certification), or the New York State Department of Health per Chapter 1, Subpart 14-1 of the New York State Sanitary Code. This certification must be submitted with application.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: September 3, 2015