



Culinary Chef

GENERAL PURPOSE

Under general supervision, researches and develops recipes for employee café, catering events, and student meals; provides culinary demonstrations and trainings; performs routine food service preparation and cleaning duties; ensures the cafeteria and kitchen are cleaned and sanitized; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Culinary Chefs provide food services for the OCDE's schools and staff. Incumbents research and develop menus and recipes and provide guidance to Culinary Services workers on food preparation and presentation. They also perform routine food service preparation and cleaning duties and are responsible for ensuring the cafeteria and kitchen are maintained in a clean and sanitary condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Develops, tests, and standardizes recipes for catering, student meals, breakfast, and lunch; ensures the quality of all foods prepared; scales recipes to proper quantities; and ensures meals meet Hazard Analysis and Critical Control Point requirements, customer preferences, and fiscal requirements.
2. Conducts food demonstrations for staff, provides training and guidance on food preparation and presentation.
3. Calculates food costs and conducts analysis to ensure proper pricing.
4. Prepares food, drinks, and condiments by slicing, heating, counting, weighing, measuring, cupping, cutting, and scooping into serving size portions; prepares foods for individual meals and for food bars; trays and warms food in the oven; thaws food; wraps foods; prepares sandwiches; prepares special meals.
5. Prepares ingredients for and cooks a variety of main dish and vegetable items; effectively adjusts and/or follows assigned and previously selected recipes; bakes pastry, bread, cakes, cookies, and other dessert items.
6. Sets up and prepares serving areas; sets up and replenishes hot food areas and food bars; fills warmers with food to be served; assembles plates, bowls, napkins, and utensils; trays and counts food prepared; prepares trays and pans.

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7. Records the quantity of food used for each meal; counts and stocks coolers; counts leftover food and beverages and stores them in the pantry or freezer; fills and wraps food containers; assists in conducting daily and monthly inventory.
 8. Serves customers in cafeteria; performs cashiering duties, including taking tickets, collecting money, and making change.
 9. Performs general cleaning duties to ensure cafeteria/kitchen center and equipment are clean and sanitary; washes, dries, and puts away equipment, utensils, and appliances; cleans and sanitizes work areas, carts and coolers; cleans walls, fans, doors, and shelves.

OTHER DUTIES

1. Attends meetings and training sessions as needed.

QUALIFICATIONS

Knowledge of:

1. Basic methods of food preparation and service, including safe and proper temperature of heated foods.
2. Proper food storage temperature, time, and methods.
3. Food terminology, markets and commodities.
4. Federal and state health and safety regulations as they apply to food preparation and services.
5. Basic methods used in cleaning, sanitizing, and maintaining kitchen equipment, utensils, appliances, and facilities.
6. Basic kitchen utensils, equipment, and appliances and methods of use.
7. Food allergies and eating capabilities of students at specific school locations.
8. Methods and practices of sanitary food-handling.
9. Techniques of routine record-keeping and inventory.
10. Safe work practices.
11. Personal hygiene requirements applicable to assigned work responsibilities.
12. Basic knowledge of Microsoft word, excel, and Outlook.

Ability to:

1. Prepare and serve food effectively under time constraints in a fast-paced environment.
2. Operate standard kitchen machines and equipment safely and efficiently.
3. Recognize when food substitutes need to be made in recipes due to specific student food allergies and diet restrictions.
4. Operate a cash register, count money, and make change.
5. Monitor and keep records of food temperatures, quantity of food used, and serving portions.

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6. Communicate clearly and effectively, both orally and in writing.
 7. Understand and follow oral and written instructions.
 8. Deal with sensitive and difficult situations.
 9. Establish and maintain effective working relationships with OCDE management, administrators, staff, students, parents, and others encountered in the course of work.
 10. Must demonstrate attendance sufficient to complete duties of the position required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, at least three years of experience preparing and serving food in a food service operation; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A current County approved Food Handler's Certificate.

SafeServ Food Production Manager Certificate or equivalent.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk, and sit; talk or hear, both in person and by telephone; use hands to finger, handle, or feel objects or controls; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift up to 30 pounds from ground, waist, and chest level; and smell. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve basic problems; observe and interpret people and situations; use basic math and mathematical reasoning; learn and apply new information or skills; prepare, cook, bake, and serve a variety of large quantities of food efficiently and effectively under time constraints in a fast-paced environment; work under intensive deadlines; and interact with OCDE management, administrators, staff, and others encountered in the course of work.

WORK ENVIRONMENT

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

Employees work in assigned OCDE cafeteria/kitchen center, and the noise level can be loud. The employee is exposed to wet and humid condition, extreme heat and cold, airborne particles and fumes, toxic or caustic chemicals, and the risk of electrical shock. The employee works around mechanical equipment, may be required to climb ladders and walks on surfaces that may be slippery.