



Job Title: Food Service Culinary Supervisor

Exemption Status/Test: Exempt

Reports to: Assistant Director, Nutrition and Menu Operations

Date Revised: September 12, 2016

Dept. /School: Student Nutrition Services

Primary Purpose:

Support the department by developing recipes, conducting culinary training and demonstrations, distributing marketing material, catering and other administrative duties.

Qualifications:

Education/Certification:

Associates Degree in Culinary Arts, Hospitality Administration or other directly related field
Valid Texas Drivers' License

Experience:

Demonstrated experience conducting public culinary training

Special Knowledge/Skills:

Ability to understand written and verbal communication as is necessary
Proficient skills in keyboarding, data entry, word processing and culinary arts
Ability to use software to develop spreadsheets and databases and do word processing
Ability to prioritize workflow to address the multiple needs of the supervisor or the department
Ability to multi-task numerous complex activities
Basic math skills
Effective organizational, communication and interpersonal skills
Ability to demonstrate culinary techniques to large groups
Ability to design recipes
Ability to organize catering functions

Major Responsibilities and Duties:

1. Design and implement recipes to lower costs and increase quality of food production for SNS.
2. Conduct recipe development for SNS.
3. Design signature products for SNS.
4. Execute a strategic plan for production and training that supports the overall food services plan, mission and vision.
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6. Foster an environment in which open communication and feedback from customers and employees is encouraged and valued.
7. Initiate requisitions for equipment, food or supplies for the department as needed.
8. Stay abreast of best practices, laws, regulations, policies and emerging technologies related to school food service operations, and communicate to appropriate department personnel.

9. Work with general public and represent the department in a positive manner.

Other

10. Answer and respond to incoming calls, take reliable messages and route to appropriate staff.

11. Maintain confidentiality of information.

12. Perform other duties as assigned.

Supervisory Responsibilities

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; all kitchen equipment and knives

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Daily light lifting and carrying (under 40 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.