

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Culinary Supervisor	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Child Nutrition	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	213 Days
<b>BOARD APPROVAL:</b>	February 21, 2023	<b>SALARY:</b>	Tier IV Management Salary Schedule – Range – M1

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**SUMMARY:** Under the direction of the assigned supervisor, the Culinary Supervisor is responsible for the planning, coordinating and supervision of large-scale food production and recipes of an assigned group of schools and/or central kitchens for food service for the San Ramon Valley Unified School District. Assists with various menu planning activities, recipe development, and other department activities occurring at their assigned sites.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

**Essential Duty = E**

Monitors, observes, and evaluates the from-scratch cooking program utilizing fresh ingredients. **E**

Supervises and works closely with staff to coordinate food service inventory protocols and control, food safety protocols, efficient kitchen operations, and assures that prepared food complies with quality, freshness, appearance and portion control standards. **E**

Monitors, observes, and evaluates kitchen protocols to ensure Child Nutrition menu requirements, efficient operating timelines, and standardized recipes. **E**

Monitors, observes, and evaluates protocols for the cooking, assembly, packaging, preparation, heating, transport, distribution and serving of entrees, side dishes, beverages, desserts, fruits, vegetables and other breakfast and lunch items. **E**

Monitors, observes, and evaluates quality and portion control programs, including central meal production, and kitchen and food service activities of school sites and kitchen operations; monitors implementation of procedural manuals, recipes and other materials. **E**

Monitors, observes, and evaluates culinary techniques and kitchen protocols to ensure Child Nutrition menu requirements, efficient operating timelines, and standardized recipes. **E**

Establishes operational plans to meet department’s culinary goals and objectives, implements processes, procedures and policies required to achieve overall department performance results. **E**

Reviews, assesses, and maintains daily operational data including meal participation and financial records for assigned serving locations, analyzes data and prepares a variety of administrative and auditable reports. **E**

Monitors sanitation and food quality of area sites for compliance with district policy and health and sanitation requirements. **E**

Assists in the development and implementation of applicable computer programs. **E**

Attends meetings, workshops, and conferences as assigned. **E**

Supervises, trains and evaluates the performance of assigned personnel. **E**

Assists in training, orienting, and observation of new food service employees. **E**

Assists in developing and implementing ongoing culinary training for food service employees. **E**

Assists with the design, preparation, and maintenance of a wide variety of operations manuals. **E**

Assists in resolving food service problems at the school site. **E**

Assists with marketing and education activity plans. **E**

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

### **TRAINING, EDUCATION AND EXPERIENCE:**

Three years' professional-level increasingly responsible experience cooking and baking from scratch, menu planning, food procurement or similar experiences, preferably in a school or institutional setting. Supervision of a large-scale food service operation, procurement and/or inventory control is required.

Experience in management of school district food service operations and activities including the preparation, serving, distribution and selling of food items is preferred.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License; Valid Food Safety Certificate

### **TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:**

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and relevant online applications. Knowledge of and ability to proficiently use contemporary software applications and online resources applicable to K-12 food service/child nutrition programs. Ability to proficiently use modern office equipment and communications devices.

**KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.**

### **KNOWLEDGE OF:**

Buy American Provision.

Hazard Analysis Critical Control Point program (HACCP).

General principles, theories and practices of child nutrition, food values, food combinations, economical substitutions and menu planning.

Quality and portion control techniques.

Technical aspects of researching, analyzing data, making determinations, comparing and purchasing groceries, packaging materials, chemicals, equipment, vehicles and services.

Methods and procedures used in the purchasing of groceries, packaging materials, chemicals, equipment, furniture and services including applicable laws.

Methods and procedures used to maintain inventory of groceries, packaging materials, chemicals, equipment, furniture and services including applicable laws.

Vendors and sources of groceries, packaging materials, chemicals, equipment, furniture and services commonly used in school food service programs.

Highly complex and specialized procedures and computer software systems, procurement processes, negotiation skills, perpetual and periodic inventory procedures and written specifications and reports; record keeping techniques.

Proper usage of the English language including written and verbal communication, grammar, spelling and punctuation; telephone etiquette; email etiquette.

Interpersonal skills using tact, patience and courtesy; developing effective relationships with others.

District policies, applicable sections of the State Education Code, United States Department of Agriculture procurement regulations specifically related to School Nutrition programs, Buy American Provision and Open and Free Competition requirements; other laws and regulations specifically related to procurement policies and procedures.

**ABILITY TO:**

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.

Plan, organize, coordinate, and supervise a large complex food service program.

Keep current on sanitation and health laws and regulations.

Keep abreast of methods and practices in large-scale food operations.

Analyze problems and recommend solutions.

Perform a variety of complex technical duties involving specialized knowledge and independent judgment.

Exercise sound judgment in the purchase of groceries, packaging materials, chemicals, equipment, furniture and services.

Explain and apply policies, practices and terminology used in the procurement of groceries, packaging materials, chemicals, equipment, furniture, vehicles and services.

Communicate clearly; understand and interpret district and other rules, regulations, policies, procedures and laws

Understand and follow oral and written directions.

Operate a computer, related software and other office equipment; organize, coordinate and prioritize computer generated materials and activities.

Maintain records; prepare reports related to assigned activities.

Establish and maintain strong working relationships.

Work cooperatively with others; work independently or as part of a team.

Complete work accurately; meet schedules and timelines; work with frequent interruptions; manage multiple projects simultaneously.

Analyze situations accurately and take appropriate action.

Supervise and evaluate the work of others.

Perform other related duties as required.

**LANGUAGE SKILLS:**

Ability to read, write and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Office, kitchen, and diverse school site environments with varied noise levels, fast-pace work and frequent interruptions.

Must drive a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to/in excess of 30 pounds; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone.

**HAZARDS:**

Heat from ovens, stoves, steamers, etc.; exposure to very hot foods, oils and liquids, equipment and metal objects; working around knives or other sharp objects.

**OTHER QUALIFICATIONS:**

Must successfully pass the District's pre-employment fingerprinting, TB testing and mandated training.

**APPROVALS:**

*Keith J. Rogenski*

*2/23/23*

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**Keith Rogenski**  
Assistant Superintendent, Human Resources

Date

*John Malloy*

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**John Malloy, Ed.D.**  
Superintendent

*2/22/2023*

Date