

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CULINARY TRAINING SPECIALIST SCHOOL NUTRITION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs training and support for the School Nutrition Department with an emphasis on culinary performance and aptitude. Work will include in-school training, preparation and delivering of training materials via in class demonstration and lecture, online technology portals, and written curriculum. Training will encompass all aspects of the operations of the school nutrition program as outlined by standards set by the USDA for the National School Breakfast and Lunch Programs. Work will also manage catering operations specifically for the Superintendent and Board of Education only, performing supervisory and administrative work directing catering operations for these specific clients. Work involves planning, developing, supervising and participating in the SNS Catering Program to prepare, deliver and serve meals to school district customers in compliance with local, state, and USDA rules and regulations and applicable fiscal regulations pertaining to accounting and reporting of expenditures and receipts. Employee is responsible for overseeing and participating in the preparation and service of catered foods, maintaining food and supply inventories and records of expenditures and customer counts; and monitoring of catered foods, decorations and serving methods to meet customer expectations. Employee is also responsible for supervising a staff of catering team workers and food production assistants, including performance of all routine personnel administration functions. Reports to the Executive Director of School Nutrition Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Prepares and implements training materials for SNS Cooks and Managers.

Works on menu and recipe development with the Registered Dietician.

Develops, shares, and maintains a department calendar to provide training day opportunities for Supervisors to schedule.

Attends state and national meetings at the discretion of the Director.

Attends Manager meetings at the discretion of the Director.

Assists in taste testing and product development programs.

Along with the Registered Dietitian and Business Manager, meets with vendors and sales representatives.

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Oversees production record development, completion and posting, training, maintenance and upgrades from the software vendor.

Leads and participates in the preparation, set-up, packing and service of foods for catered events for the Superintendent and Board of Education.

Submits such records and reports as required by schools management; obtains temporary personnel as necessary to substitute for absent workers; reviews time sheets and submits required documents for processing of payroll; ensures that subordinates receive orientation and training necessary to perform job functions and to meet customer expectations.

Oversees use of kitchen, catering.

Establishes and oversees adherence to maintenance schedules and requests repair service as appropriate.

Serves as the job-site liaison between SNS and catering customers.

Assists in the development of catering menus and the selection of products, tests new products and recipes, and recommends purchase or use as appropriate.

Obtains needed foods and supplies from appropriate vendors following SNS procedures.

Verifies the cost and quality of items received and ensures proper storage.

Completes, submits and maintains required records, reports and inventories in compliance with SNS procedures.

Coordinates the use and maintenance of catering equipment and all food transport vehicles in accordance with sanitation and safety requirements.

Contacts appropriate person to resolve problems and discrepancies.

Maintains effective communication with customers and SNS team members.

Attends seminars, conferences, workshops, classes, lectures, etc. as appropriate to enhance and maintain knowledge of trends and developments in the catering field; reviews professional journals, attends association and professional meetings and otherwise maintains contact with catering professionals to facilitate exchange of information.

Complies with SNS and school district policies and procedures.

ADDITIONAL JOB FUNCTIONS

May be required to arrange catering functions during non-school months.

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May serve as a Cafeteria Manager or Cashier during employee absences.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited post-high school trade school, college or university with a degree emphasis in culinary management, arts, hospitality or a related field, and 3 to 5 years of experience in the preparation of food in quantity lots including supervisory experience and preferably in an institutional setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess a valid North Carolina driver's license and maintain a good driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office and kitchen machines including computers, calculators, ovens and stoves, meat slicers, shredders, can openers, kitchen utensils, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 80 pounds of force occasionally, up to 30 pounds frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, market orders, applications, etc. Requires the ability to prepare correspondence, reports, forms, purchase orders, etc., using prescribed format and conforming to basic rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;

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to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including child nutrition terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using kitchen utensils.

Manual Dexterity: Requires the ability to handle a variety of items such as kitchen equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of federal, state and school system regulations, policies and procedures regarding sanitation, food preparation, food storage and nutrition.

Considerable knowledge of all Microsoft applications including, but not limited to, Word, Excel, Power Point, Publisher, and Outlook.

Considerable knowledge of the operation and maintenance needs of large kitchen equipment.

Considerable knowledge of USDA meal and dietary guidelines.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable culinary skills related to preparation, cooking, safe food handling, presentation, customer service, batch cooking, FIFO, and all related principles.

General knowledge of the principles, practices, trends and developments in the fields of food service administration and catering.

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General knowledge of federal, state and school system regulations and requirements regarding bookkeeping and accounting of funds collected in school feeding programs.

General knowledge of the maintenance needs of large kitchen equipment.

General knowledge of the principles and practices of food service administration.

Skill in the preparation and presentation of catered foods and in packaging of foods to meet SNS and

Guilford County Health Department Safety and Sanitation Requirements.

Ability to use initiative and creativity to solve problems independently, to perform different roles and functions and to adapt to changing demands.

Ability to establish, promote and maintain effective working relationships as necessitated by work assignments.

Ability to exercise tact, courtesy and firmness in frequent contact with customers, vendors and staff members as necessitated by work assignments.

Ability to plan, to coordinate, and to give clear, direct written and verbal instructions.

Ability to communicate effectively both orally and in writing.

Ability to maintain complete and accurate records and to develop simple reports from those records.

Ability to estimate amounts of food to be prepared for catered events and to order accordingly.

Ability to plan and implement operational policies, procedures and standards.

Ability to exercise tact, courtesy and firmness in frequent contact with vendors.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.