



## **CULINARY DEVELOPMENT CHEF ASSISTANT**

### **GENERAL RESPONSIBILITIES:**

Under the guidance of the District Chef, the position is responsible for training and mentoring cooks and cafeteria staff to enhance VBCPS scratch-cooking menus, while effectively implementing scratch cooking in individual schools. In addition, the position assists in setting and modifying nutritional guidelines for all meals in compliance with USDA standards while setting, testing, modifying, and implementing quality assurance in meal execution.

### **ESSENTIAL FUNCTIONS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Train cooks and other cafeteria staff according to training guidelines and maintains up to date skills assessment. Culinary Development Chef Assistants will train staff by teaching culinary classes throughout a 20-week cohort and will hold cooking demos for all new menu items.
- Develop menu items implementing VBCPS scratch cooking initiative by testing ingredients based on insight driven trend and flavor profiles relevant to all school aged students.
- Ensure all recipe development follows specified process and delivers accurate yield and nutritional alignment and compliance with USDA standards.
- Conduct quantitative and qualitative testing of food, tasting food samples, evaluating the appearance of food in terms of texture, appearance, and taste, and provide suggestions to improve the quality and taste of food.
- Participate in the timely preparation of meals according to the planned VBCPS scratch-cooking menus and prescribed recipes including proper reheating of main courses, side dishes and salad bar preparation according to the VBCPS Food Services Department Standard Operating Procedures.
- Understand and communicate the VBCPS Food Services Program philosophy and assists cooks, cafeteria staff and school community of the policy, meals, recipes and overall Food Services program goals daily.
- Build involvement in and commitment to the school garden within the school community, including teachers, administrators, students, parents and cafeteria staff.
- Coordinate and assist cooks in school-wide student competitions in which students prepare and serve garden-grown menu items for the entire school at lunch.
- Record and maintain temperature logs for equipment and food production, as outlined in the VBCPS Food Services Department Standard Operating Procedures.
- Comply with federal, state and district regulations and polices, including, but not limited to, HACCP, ServSafe, safety and sanitation.
- Establish positive relations with internal and external customers, including students, staff, and school administrations, parents and community members.
- Observe safety and security procedures; report potentially unsafe conditions.
- Participate in ongoing professional training.
- Perform other duties as assigned.



**KNOWLEDGE, SKILLS AND ABILITIES**

Must have a thorough knowledge of the fundamental concepts, skills, and techniques involved in food product development, cookery and baking in large quantities. Must have the ability to plan and organize work, interpret and follow instructions, work under pressure, work independently or in a team setting, perform mathematical computations, read recipes and measure ingredients. Must have the ability to implement, analyze, and develop new products and expand/decrease recipes in accordance with federal guidelines. Must have the ability to work cooperatively with the District Chef, administrators, staff, parents, students, teachers, as well as direct others in the preparation of basic cookery and baking. Must have the ability to foster the division's commitment to excellence and equity by ensuring that employees and students are valued, respected and provided a positive work/learning environment in hopes to decrease turnover and a more positive work environment. Must be able to recognize and report hazards and apply safe work methods.

**EDUCATION AND EXPERIENCE:**

**Required:** Associates Degree Culinary Arts field and 5 years of large-scale preparation kitchen experience. **Preferred:** Bachelor's Degree in Culinary, Food Science, Pastry or related technical discipline. Previous experience working in a sustainable kitchen and/or school food services environment a plus.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Some walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift a minimum of 50 pounds, stand for long periods of time and withstand heat

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SPECIAL REQUIRMENTS**

Possession of a valid driver's license

ServSafe Certification – Offered upon hire, then every 3 years thereafter.

FLSA Status: Non-Exempt	Description: 6/19
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