

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: CHEF/LEAD FOOD PRODUCTION**

### **BASIC FUNCTION:**

Under the direction of the Director of Food Service/Contracts Food Program Projects and the Food Service Operations Supervisor, supervise, direct, organize, and participate in the work of food service staff involved in all aspects of food production for the entire operation; ensure that food is produced in compliance with District, departmental, federal and local agencies' policies, procedures, laws, codes, and regulations as they relate to health codes, timelines, and customer service for the safe production and consumption of quality food; independently make menu, production, scheduling, and ordering changes.

### **REPRESENTATIVE DUTIES:**

Plan, prioritize, assign, supervise, oversee, review, and participate in the work of staff involved in all aspects of food production for the entire operation including the main cafeteria, campus snack bars, and coffeehouse; ensure staff perform duties in compliance with District, departmental, federal and local agencies' policies, procedures, laws, codes, and regulations as they relate to health codes, timelines, and customer service for the safe production and consumption of quality food. *E*

Establish schedules and methods for providing assigned services at all locations; identify resource and staffing needs; review needs with appropriate management staff; allocate resources accordingly. *E*

Assist in the selection, training, supervision, and evaluation of assigned staff including Lead Food Service Workers, Food Service Workers, and student workers; delegate and assign duties and responsibilities as appropriate; schedule and assign work and assure proper staffing levels and work loads. *E*

Participate on a variety of groups and committees related to food service operations and services; co-chair the Quality Assurance (QA) Committee and Safety Committee; participate in the development and implementation of related policies. *E*

As Chef, prepare and develop all entrees, soups, sauces, and related items as well as special catering menus for all food service activities; assist with menu planning and development at all locations. *E*

Meet with food purveyors and management staff on new products and ideas for menu development and implementation. *E*

Maintain a variety of records and files and prepare assigned reports on operations and activities; prepare Food Production Report Sheet to record amount of food prepared, amount of food left over, time and temperature checks, menu changes, and correct portion size to be followed by servers. *E*

Control inventory; estimate, order, and maintain adequate food and supplies; receive, inspect, and maintain records of food ordered. *E*

Oversee and participate in the proper operation, maintenance, and sanitation of all kitchen equipment and work areas; oversee the maintenance of work areas and serving areas in a sanitary manner; ensure assure compliance with safety and sanitation practices. *E*

Perform catering services for a variety of banquets; plan menus, order food and oversee preparation and serving functions. *E*

Perform related duties and responsibilities as required.

## **Chef/ Lead Food Production - Continued**

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Operations, services, and activities of an institutional food production program.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations including health and safety regulations.

Modern production kitchen procedures and practices including methods of assembling, preparing, and cooking foods in large quantities.

Operating characteristics of the full range of kitchen utensils, equipment, and appliances.

Inventory control principles and practices.

Safety and sanitation principles and practices.

Record keeping techniques and report writing principles and practices.

Methods and temperatures for food storage.

#### **ABILITY TO:**

Supervise, organize, and review the work of assigned staff including Lead Food Service Workers.

Oversee large-scale kitchen operations including the assemblage, preparation, and serving of a variety of food items in large quantities in a sanitary manner.

Select, supervise, train, and evaluate staff.

Estimate quantities and order foodstuff and supplies.

Operate the full range of food service utensils, equipment, and appliances in a safe and efficient manner.

Interpret, apply, and ensure compliance with applicable Federal, State, and local policies, laws, and regulations including health and safety regulations.

Understand and follow oral and written directions.

Work cooperatively with others.

Compile data, maintain records and files, and participate in the preparation of clear and concise reports.

Plan and organize work to meet changing priorities and deadlines.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented with specialized training in food preparation, sanitation, nutrition, or a related field and four years of increasingly responsible food service experience including at least two years of experience in a lead or supervisory capacity.

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

Possession of certification as a Certified Professional Food Manager.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Cafeteria environment.

Work may require variable hours.

Frequent interruptions.

**Chef/ Lead Food Production - Continued**

**PHYSICAL ABILITIES:**

Standing for extended periods of time.

Dexterity of hands and fingers to operate and maintain kitchen utensils, appliances, and equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

Light to moderate lifting.

Seeing to read a variety of materials and prepare and serve food in established quantities.

Hearing and speaking to exchange information and to provide work direction.

**HAZARDS:**

Exposure to very hot foods, equipment, and metal objects used in food services.

Exposure to sharp objects including knives and slicers.

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