

## College of the Redwoods

## Position Description

Position: Head Chef	Position Number:
Department/Site: Cafeteria	FSLA:Non-Exempt, Supervisory
Reports to/Evaluated by: Manager, Cafes and Food Service	Salary Grade: 118

### **Summary**

Manages the complete operation of the kitchen. Responsible for proper training on safety standards and recipes. Accountable for the quality and consistency of all food products being served. Supervises and schedules kitchen personnel. Assists in prep of menu specials and recipes. Responsible for maintaining food and labor cost goals.

### **Distinguishing Career Features**

The Manager, Cafes and Food Service serves as department head to a labor intensive function that provides service to the main campus and remote locations. The Manager requires professional training in institutional meal service, commercial restaurant, and catering. The position manages the operation ensuring the preparation of breakfast, lunch and dinner for the students/staff. As a management position, it is exempt from overtime with responsibility for implementation of district policies, regulations, budget decision, and supervision of personnel including assignment of work, evaluation of performance and maintaining the highest quality of standards regarding food safety, sanitation and food preparation.

### **Essential Duties and Responsibilities**

- Purchases food and supplies from approved vendors.
- Ensures the kitchen is clean and organized at all times. Responsible for the kitchen to be in accordance with college standards and health code regulations.
- Scheduling of all kitchen staff.
- Develops menus and creates daily specials for all meal periods.
- Creates and implements a training program for kitchen staff.
- Works regular shifts on the line.
- Assists with food and labor cost controls.
- Adheres to objectives for cafes, catering, and customer service. Adheres to standards for food quality, staffing, proper use of equipment, and sanitization. Assists with conducting performance appraisals for all staff.
- Oversees purchasing, storing, and distribution of food items, and food service supplies, and equipment. Assists with establishing arrangements for the purchase of bulk items and

ongoing buying of perishable food items and ingredients.

- May serve as a point of coordination for various college, departmental, student engagement, and other activities and events in the absence of the Manager.
- Ensures sanitation and cleanliness of food preparation and service areas, proper hygiene of staff, and all serving utensils.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires professional specialization in principles, practices, techniques, and equipment used with food service management, including a thorough knowledge of pricing, budget, and purchasing practices. Requires in-depth knowledge of work organization in a food processing and services environment including supervisory practices. Requires working knowledge of nutrition, food chemistry, and dietary principles. Requires in-depth knowledge of pertinent Federal, State and local laws, codes and regulations for food handling, storage, sanitation, and safety. Requires knowledge of and skill at using computer-aided applications such as those for menu development, pricing, purchasing, inventory, and financial management. Requires sufficient human relations skill to train others, carry out negotiations for purchased items and contracts, conduct in-service type meetings, resolve conflict, build an effective team and review performance.

### **▪ Abilities**

Requires the ability to plan, organize, direct and coordinate the work of technical and service personnel; to delegate authority and responsibility; select, supervise, train and evaluate staff. Requires the ability to research, analyze and evaluate new service delivery methods, procedures and techniques. Requires the ability to interpret and apply Federal, State and local policies, procedures, laws and regulations.

### **▪ Physical Abilities**

Requires the ability to function indoors in an office environment and in a production kitchen engaged in work of an active nature. Requires ambulatory ability to move to different work locations and to bend, stoop, climb, and reach to perform inspections and serve food items. Requires arm, hand, finger dexterity to demonstrate food service equipment, and use a computer keyboard. May require the ability to lift from floor, waist, or overhead, objects up to 50 pounds on an infrequent basis. Requires visual acuity to observe work and food products and read printed materials. Requires auditory ability to carry on conversations in person and over the phone, including the ability to project voice in noisy work settings. Stand longer than 8 hours, lift 50 pounds, working around chemicals and potential food borne allergens.

### **▪ Education and Experience**

High school diploma or GED required. Must have at least 4 years of Supervising in a fast pace kitchen. Must have experience working in all areas of the kitchen including: purchasing, prep, cooking, portion control, and equipment. Must be able to cost out recipes and assist in menu development.

- **Licenses and Certificates**

Requires valid Driver's License and certificate of completion of a safety/sanitation course.

- **Working Conditions**

Work is performed indoors where occasional safety considerations exist from proximity to food processing equipment, temperature extremes, and sharp objects.