

**Job Title:** District Chef

**Exemption Status/Test:** Exempt/Executive\*  
or Administrative

**Reports to:** Director of Child Nutrition

**Date Revised:** 5/08/25

**Dept./School:** Child Nutrition

**Days:** 212

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**Primary Purpose:**

Provide culinary leadership, supervision and training of production staff in scratch cooking with fresh ingredients. Manage Chef display stations and culinary education classes. Oversee all catering events and collaborate to optimize school lunch program operation.

**Qualifications:**

**Education/Certification:**

Advanced Culinary Degree

High school diploma or GED

Certified Food Manager (CFM)

Eight hours of food safety training (*completed not more than five years prior to employee's start date or within 30 days of employee's start date*)

Clear and valid Texas driver's license

**Special Knowledge/Skills:**

Knowledge of menu planning, food purchasing, and preparation of foods in food service environment

Ability to use commercial and residential kitchen equipment

Ability to prepare and provide high quality meals

Ability to provide culinary professional development

Ability to manage budget and personnel

Ability to implement policy and procedures

Strong organization, communication, and interpersonal skills

**Experience:**

5 years food service operations experience preferred

Advanced Culinary Arts Degree preferred

**Major Responsibilities and Duties:**

**Child Nutrition Operations**

1. Train, supervise, and collaborate with child nutrition managers to ensure quality meal preparation.
2. Provide routine culinary programs for student engagement and participation.
3. Assist with production records, inventory control, organizational management, and all other aspects of daily kitchen performance.



4. Regularly complete inspections and review performance of each site; assists managers as needed.

### Catering

1. Provide catering
2. Responsible for the catering kitchen facility, sanitation, equipment maintenance, and groceries.
3. Schedule all catered events
4. Supervises staff when catering special events and conducts staff training

### Safety and Sanitation

5. Ensure that food items are prepared and stored in safe and hazard-free environment according to guidelines.
6. Enforce standards of cleanliness, health, and safety following health and safety codes and regulations.
7. Ensure cafeterias maintain a safe work environment and report unsafe working conditions.
8. Ensure all equipment is in good working order. Recommend replacement as needed.
9. Follow district safety protocols and emergency procedures.

### Policy, Reports, and Law

10. Implement federal and state laws, State Board of Education rule, and board policy.
11. Compile, maintain, and file all reports, records, and other documents required.
12. Responsible for ensuring daily deposits of all monies received from the meal programs.
13. Ensure employee time records are accurately maintained and data necessary to process food service payroll is delivered in a timely manner.

### Personnel Management

14. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
15. Provide ongoing training and support to ensure exemplary operation in child nutrition food service.

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; district vehicle, commercial and residential food service equipment

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide travel; hot and cold kitchen conditions

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_