

College of the Redwoods

Position Description

Position: Head Chef and Dining Coordinator	Position Number:
Department/Site: Dining Services	FSLA:Non-Exempt, Supervisory
Reports to/Evaluated by: Manager, Cafes and Food Service	Salary Grade: 120

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 dining personnel. Constructs recipes and menu specials. Responsible for maintaining food and labor cost goals.

Distinguishing Career Features

The Head Chef and Dining Coordinator serves as department head to a labor intensive function that provides service to the main campus and remote locations. The position 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

- Plans, organizes, and supervises day-to-day operations of dining facilities. Plan, develop, and implement a preventative maintenance replacement program for facilities and equipment.
- Purchases food and supplies from approved vendors while negotiating cost savings.
- 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.
- Assists with developing budgets by researching, estimating, and proposing kitchen equipment needs, supply levels, staffing, contracts, and services. Administers approved budgets, initiates purchases, and provides reporting of status at regular intervals.
- Assists the Manager with planning, organizing, and managing operations and activities for the Student Union.
- Oversees scheduling of all staff and events.
- Develops menus and creates daily specials for all meal periods.
- Works regular shifts on the line to ensure quality, consistency, and safety standards are

meet by staff.

- Maintains food and labor cost controls.
- Collaborates with internal and external customer's develop and modify catering options and needs.
- Adheres to objectives for cafes, catering, and customer service. Adheres to standards for food quality, staffing, proper use of equipment, and sanitization.
- Conduct performance appraisals for all staff.
- Manages purchasing, storing, and distribution of food items, and food service supplies, and equipment. Establishes arrangements for the purchase of bulk items and ongoing buying of perishable food items and ingredients.
- Serves as a point of coordination for various college, departmental, student engagement, and other activities and events.
- Establishes work routines, standards, and safety to guide subordinate staff and students.
- Create and implement training for kitchen staff to develop a full range of cooking skills including food preparation, basic nutrition, safety and sanitation, pantry operations, and food presentation.
- Certifies that all food safety regulations are followed. If violations occurs, corrects the issue immediately. Communicate with health inspector and provides any requested information in a timely manner.
- Ensures sanitation and cleanliness of food preparation and service areas, proper hygiene of staff, and all serving utensils.
- Develop and construct menus with new and existing creations to ensure variety and quality in servings. Remains up-to-date on innovative culinary trends and recipes.
- Evaluate and analyze daily sales reports, inventory adjustments, and menu variety to generate revenue to cover operational costs.
- Provides emergency preparedness training to staff to reduce loss of product. On-call during any emergency situation to facilitate the needs of the students, staff, and faculty for the District.
- 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**

Two years of college level education in culinary studies or related, plus four years of relevant experience in a fast paced 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 create menus which align with departmental goals.

- **Licenses and Certificates**

Requires valid Driver's License and Food Safety Manager Training Certification.

- **Working Conditions**

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