



NATURE OF WORK:

Under direction of the Supervisor of Food Services, assists in development and planning of menus that provide nutritional balanced and appetizing foods while adhering to federal, state, and local regulations. Responsible for the culinary training throughout the county, working with all levels of FNS employees including managers and line workers.

QUALIFICATIONS

- A.A. degree in Culinary Arts, with minimum 5 years' experience preferred.
- 5 years' experience in commercial food service setting is substitutable for A.A. degree.
- Working knowledge of institutional or contract food service programs, or restaurant management
- 3 years' experience in the of supervision multiple units, in multiple locations
- Credentialed as a School Nutrition specialist (SNS) from the School Nutrition Association preferred, but not required
- Certified by American Culinary Federation
- Working knowledge of COMAR, Maryland Health Department, USDA and MSDE guidelines in child nutrition preferred
- ServSafe certified
- Experience in training and implementing training programs
- Ability to administer food service programs, including supervision and instruction of employees
- Demonstrated proficiency in Microsoft Word, Excel, Outlook and Power Point
- Excellent oral, written and human relations skills
- Ability to use a point of service (POS) system
- Proven ability to work with little supervision, prioritize tasks and new projects to their completion
- Able to lift and carry 50 pounds

Essential Job Functions

- Maintenance of menu website
- Recipe Development
- Ongoing basic culinary skills taught to site staff
- Consistent review of production techniques and presentation processes
- Ongoing training emphasizing component-based composition of school meals
- Training of food and kitchen safety
- Organize culinary training programs and conduct training to all levels of staff for manager's meetings, in-service trainings and school based re-training
- Provide feedback on kitchen operations to the Supervisor of Food Services through the use of the Site Inspection Reports and field audits

- Provide support to field operations, including summer programs, as needed.
- Perform on-site administrative reviews as required by state and federal regulations
- Must track training of FNS employees in all training areas.
- Must have knowledge of HACCP and health department regulations
- Must possess good human relations and communications skills
- Participate in interviewing of potential candidates.
- Coordinate training activities for Food Service personal.
- Complete field audits as required by MSDE and directed by the Supervisor of food services.
- Complete assignments from Supervisor of Food Services including the operation of kitchens when necessary.
- Plans and coordinates the summer feeding programs.
- Analyzes menus for nutritional content.
- Maintains nutrition analysis software with up to date information and accurately enters nutritional, and allergen data.
- Collects nutritional information on products, provides computer generated analysis of all menus and interprets dietary guidelines.
- Performs periodic inspections of food service facility to review implementation of established policies and procedures, evaluates each site's overall operation for effective and efficient management of the school food services program, and consults with school administrators on food service related issues.
- Supports and participates in community outreach and marketing.
- Formulates and implements a training program to meet the immediate and long-range needs of the department, including planning and conducting related training workshops.
- Performs related work as required by the Supervisor of Food Services.
- Attends occasional evening and overnight meetings.
- Operates system vehicle for transportation during working hours.
- Develops procedures for introduction of new products and systems; conducts cost effectiveness studies.
- Recommends the selection of food for appropriate quality, test, texture, price, acceptability and appearance to be used in the food services program.
- Attends continuing education, in sufficient quantity to maintain current credentialing requirements.

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.