

# ROCKY HILL PUBLIC SCHOOLS

## JOB DESCRIPTION CULINARY SPECIALIST

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### KEY RESPONSIBILITIES:

#### **Food Preparation and Kitchen Assistance**

- Assist with washing, peeling, chopping, and slicing ingredients
- Measure and prepare ingredients for cooking, baking and coffee bar
- Prepare and plate menu items according to recipes set by Culinary Director
- Help plan and execute cooking classes for students
- Assist with special orders and holiday sales
- Complete Culinary Director assigned tasks

#### **Cleaning & Sanitation**

- Maintain cleanliness of all surfaces, tools, and equipment
- Wash dishes, pans, and utensils manually or using dishwashers
- Clean sinks and sanitize prep areas
- Dispose of waste and sweep/mop floors when needed
- Adhere to health and safety regulations at all times
- Ensure all items are labeled and dated properly
- Complete daily closing checklist at the end of every shift in its entirety and document it in writing

#### **Stock & Inventory**

- Receive, unpack, and store deliveries
- Organize dry goods, refrigerated items, and supplies
- Stock service items on line each shift
- Rotate stock using the FIFO method (First In, First Out)
- Report low stock levels or expired items to Culinary Director

#### **Equipment Support**

- Set up and break down kitchen stations and equipment
- Operate simple machinery (e.g., mixers, slicers, food processors, coffee equipment)
- Ensure tools and utensils are maintained and stored properly
- Report equipment malfunctions to Culinary Director

#### **Front of House Support**

- Help keep students focused and on task
- Ring sales and fulfill coffee, baked good and kitchen orders
- Maintain cleanliness of the coffee bar and dining room
- Help organize student activities and maintain work stations
- Complete daily sales closeout including counting the drawer and organizing credit card slips and money
- Complete Culinary Director assigned tasks

**QUALIFICATIONS:**

- Proven experience as a cook or culinary specialist
- Knowledge of cooking methods, kitchen equipment, and food safety practices
- Strong attention to detail and organizational skills
- Excellent communication and teamwork abilities
- Culinary degree or relevant certification preferred