



### FOOD SERVICE EXECUTIVE CHEF (LEAD)

**SALARY GRADE:** [C3-50](#)

**DEFINITION:**

Under the direction of an assigned administrator, plan, coordinate, and assist in the oversight of activities and operations of the food service kitchen; oversee the work of assigned food service personnel; in coordination with Campus Center Director, develop and prepare menus and large quantities of food items to meet production requirements; help coordinate food preparation for catering activities; and plan and participate in catering assignments.

**DISTINGUISHING CHARACTERISTICS:**

Leads receive direction from the appropriate administrator and assist in the following areas: developing daily work schedules, assigning and reviewing work, training assigned staff, providing needed supplies, solving unusual or difficult problems, performing skilled tasks in any of the assigned areas, and assuring the cleanliness of the kitchen, serving areas, utensils and equipment.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

**General Responsibilities**

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Communicates effectively orally, in writing, and electronically.
7. Performs other related duties as assigned.

**Job Responsibilities**

1. Coordinate the operational workflow of the food service area and assigned food service personnel.
2. Monitor food service operation activities and make recommendations regarding process changes.
3. Work with the Campus Center Director to invent or reproduce existing outside competitive menu offerings; suggest new and interesting menu items.
4. Hire and train temporary employees and student assistants regarding job duties, standards of food service operations, sanitation, safety and customer service.
5. Assign and monitor work of assigned food service personnel to ensure quality control; provide input to performance evaluations.
6. Adhere to and carry out established rules, policies, and procedures.
7. Coordinate with the Campus Center Director to plan and develop recipes and menus including specialty menus.
8. Organize, oversee and assist in the preparation of food in large quantities; ensure food meets quality standards.

9. Adjust recipes and formulas to confirm to quantities needed, as required.
10. Assist in coordination of food preparation in the main kitchen and food court areas; demonstrate food preparation and service techniques.
11. Use a variety of kitchen equipment and utensils in preparation of menu items; maintain inventory of equipment.
12. Determine quantities of bakery items and place orders; initiate requisitions as needed to maintain adequate resources.
13. Perform more difficult and advanced food service activities to include preparing and cooking main dishes, meats, pasta, and vegetables; prepare salads, sandwiches, fruit, soups, and other foods.
14. Provide leadership and oversee catering and special functions, including food preparation, and events such as evening banquets and weekend conferences; prepare menu coordination.
15. Ensure that food preparation and storage areas are maintained in a clean, orderly and sanitary condition.
16. Maintain records and prepare routine reports related to kitchen operations, outputs and inventory.
17. Service and inspect the campus center and take appropriate action to maintain it in good appearance; inspect kitchen equipment to ensure proper function and sanitary standards; perform minor maintenance and repairs as required in keeping assigned areas safe and operational; report the need for major maintenance and repair to the Campus Center Director.
18. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Basic methods of preparing and serving food in large quantities.
2. Catering and banquet set-up.
3. Common kitchen appliances and utensils.
4. Cleaning methods.
5. Campus Center service procedures.
6. Safety and sanitation principles as they relate to food service and kitchen maintenance.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Lead, train and oversee the work of assigned personnel.
3. Develop and prepare menus.
4. Organize tasks and see that they are carried out.
5. Learn to operate food services equipment/appliances.
6. Lift and carry boxes and supplies.
7. Understand and carry out oral and written instructions.
8. Observe safety requirements and safe work practices and methods as required.
9. Establish and maintain cooperative work relationships.
10. Work independently and under minimal supervision.

### **Education**

Associate's degree in culinary arts, business, hospitality management or related field.

### **Experience**

Four (4) years of experience in professional cooking or catering.

### **License or Certification**

Possession of a valid class C California driver's license.

**WORKING CONDITIONS:**

**Environment:**

1. Indoor kitchen/cooking environment; temperature can be hot or cold.
2. Cafeteria-style environment; noise level is moderate to loud.
3. May include travel to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Lift moderate to heavy objects up to 60 lbs.

Date Approved: March 1, 2011