

## CULINARY AND EVENTS MANAGER

### DEFINITION

Manages and coordinates the Districts culinary program within the Food Services Division which includes the development of new menus and recipes in accordance with nutritional standards of the USDA, CDE, and Local District policies. Manages and minimizes program and catering purchases and food costs in response to the market place and student and staff needs. Oversees the catering program and event staff; monitors the sales, ordering, production, logistics, communication, and events; and trains service staff.

### TYPICAL DUTIES

- Creates menus that are interesting and appealing while supporting the nutritional standardization for the District's meal program.
- Develops innovative meal options and oversees the implementation of District-wide recipe development, flavor profiles, food presentation and conducts or leads student tastings.
- Works with food suppliers and growers, food packagers and manufacturers, to develop new recipes.
- Plans menus for all food service locations including catering while ensuring compliance with federal, state and local regulations and quantitative requirements.
- Manages the culinary aspects for all District Food Service and collaborates with Newman Nutrition Center leadership and the Senior Nutrition Specialist as the culinary expert to develop and test recipes and techniques for food preparation and presentation which help to ensure consistent high quality.
- Implements inventory control measures to achieve effective and maximum utilization of resources.
- Orders food and supplies in connection with special events and catering programs.
- Implements portion control procedures over items served in the schools.
- Assists in establishing menu selling prices for full price and faculty meals and other non-program food.
- Promotes healthy eating through food literacy programs, web-based marketing, signage, and a la carte sales.
- Represents and acts as a liaison between the community, students, and staff to meet department goals.
- Manages, and coordinates with the Senior Nutrition Specialist regarding food purchases, including commodity and all future purchases of food.
- Makes changes in response to the marketplace and to student and staff needs.
- Recommends changes to food products and develops new products and/or recipes based on market research.
- Assists in product development and tests new and current food products.
- Cooks or directly supervises the cooking of items that require skillful preparation.
- Manages, and coordinates with the Senior Nutrition Specialist to write all menus and update procedures and recipes as dictated by the menus.
- Provides training to Food Services staff on food preparation, presentation, and catering preparation.
- Sources and researches techniques and products on the cutting edge within the food service and school food service industry.
- Coordinates the logistics of culinary and catering products with the District's warehouses, outside vendors, and the District's central production facilities.

Manages the sales, coordination, and orchestration of catered events and functions, and identifies individuals to prepare and service special catering events.  
Participates in the District's menu committee to make changes in operational and logistical concerns of the menu that are presented by the committee.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Culinary and Events Manager directs and controls the development of new menu items and recipes in accordance with nutritional standards of the USDA, CDE, and the District. Manages and minimizes program and catering purchases and food costs and in response to the market place and student and staff needs. Oversees the catering program. Manages the sales, coordination, production, communication, and orchestration of catered events with and through food service staff.

The Deputy Director of Food Services assists the Director of Food Services in both logistics and operational planning, organizing, scheduling, assigning, reviewing, and supervising the activities of the division as required; acts for the Director as required; and is responsible for complex and sensitive projects and continuing the programs of the Division.

A Senior Nutrition Specialist plans, supervises, and participates in the nutrition activities of the Food Services Division or the Network for a Healthy California Office, which include developing and analyzing regular and special menus and recipes, testing foods and related products, developing food specifications and nutrition education activities, recommending products to be purchased, and providing technical guidance and training to District employees and others to insure compliance with nutritional requirements of governmental regulatory agencies and the District.

## SUPERVISION

General direction is received from the Director and a Deputy Director in the Food Services Division. General supervision is exercised over technical clerical staff in the Food Services Division. Technical direction is exercised over lower-level staff involved in food production, preparation, and presentation of school meals and catering events.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of Culinary Art, catering, and events planning
- Food quality control
- Menu development, insight into marketing, cost and wage control
- Principles of management and supervision
- Principles of nutrition and food chemistry and their scientific application in recipe development and general food preparation
- Methodology of culinary calculations, planning, production, and serving food in large quantities
- Foods, their nutritive value, and balanced menu preparation
- Federal, State, and local regulations pertaining to school meals and child nutrition programs
- Food handling, safety, and sanitation standards and techniques in accordance with the principles of Hazardous Analysis Critical Control Point (HACCP)
- Correct selection, testing utilization, care, and safety regulations and practices applicable to food production facilities and equipment
- Microsoft Word, Excel, and PowerPoint

Ability to:

- Read, understand, and create recipes and convert recipe ingredients in order to yield desired quantities of food
- Understand and train staff in food preparation
- Develop and test recipes and/or techniques for food preparation and presentation and create support material i.e., recipes cards, descriptions and pictures, and to read and visualize
- Operate commercial kitchen equipment
- Use tact, patience, and courtesy to provide customer service to students, parents, faculty, and the general public
- Create theme menus, ideas for presentation, decorations, etc.
- Interpret, apply and explain rules, regulations, policies and procedures
- Create and interpret budget data, monitor actual financial results, and take corrective action when necessary to help ensure that financial goals are met
- Prepare and maintain accurate records and reports
- Establish and maintain effective working relationships with vendors, food service personnel and others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction
- Plan, develop, cook, test and prepare a variety of foods and menus
- Communicate effectively, orally and in writing

Special Physical Requirements:

- Safely lift and carry objects weighing up to 50 pounds
- Stand and walk on concrete and tile floors for long periods of time
- Withstand a wide range of temperatures

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college, university, or program with an Associate's or bachelor's degree in culinary arts or a closely related field.

Experience:

Three years of experience managing the sales and logistics of a food and beverage operation and coordinating catered events with a combined annual revenue of at least \$3 million. The required experience must include the supervision of teams.

Special:

A valid "ServSafe Food Protection Manager Certificate" issued by the National Restaurant Association or equivalent.  
Successful completion of a two week Managers Certification Course (MCC) upon initial assignment.

SPECIAL NOTES

1. Management class, exempt from bargaining units.
2. Exempt from FLSA

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Reestablishment of Class and Title Change

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