



## Job Description

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| <b>Position Title:</b> | Culinary Specialist I                      |
| <b>Job Title:</b>      | Culinary Specialist                        |
| <b>Function:</b>       | Child Nutrition Services                   |
| <b>Family:</b>         | Nutrition Planning                         |
| <b>Reports to:</b>     | Director, Child Nutrition Support Services |

| Terms of Employment:   |                                  |                            |                   |                          |                |
|--|----------------------------------|----------------------------|-------------------|--------------------------|----------------|
| <b>Pay Grade:</b>  | E14                              | <b>Minimum Salary: *</b>   | \$59,800          | <b>Mid-Point Salary:</b> | \$72,348       |
| *Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the <a href="#">Compensation Resource Manual</a> . Annualized pay may be pro-rated based on actual start date. |                                  |                            |                   |                          |                |
| <b>Minimum Work Days:</b>  | 230                              | <b>Type of Assignment:</b> | Full-Time; Exempt | <b>Contract Type:</b>    | Non-Chapter 21 |
| <b>Funding Source:</b>   | This position is locally funded. |                            |                   |                          |                |

### Job Scope

Uses significant independent judgment and familiarity with the field to perform work. May be responsible for the administration of various moderate and high complexity departmental programs and may lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

### Position Summary

The Culinary Specialist is responsible for enhancing the learning environment through an effective and efficient food service program in each school. This position ensures that food is prepared in a manner which is nutritious, safe, properly flavored and in compliance with district and accrediting agency standards for quality. Other responsibilities include providing food handler training to staff members, providing standard operating procedures for (HACCP) protocol for all recipes, and attending campus and health fair events.

### Essential Functions / Key Responsibilities

1. Creates, and may facilitate, recipe and production training for cafeteria staff.
2. Develops and tests new recipes for students and staff that meet Federal, State, and local guidelines.
3. Tests new food items and provides recommendations for all food and non-food items purchased for the department using latitude for independent judgement.
4. Provides food handler instruction to all Cafeteria staff on objectives related to principles of food preparation and presentation, using solid knowledge.
5. Provides standard operating procedures of the Hazard Analysis and Critical Control Point (HACCP) protocol for all recipes.
6. Maintains current on new food trends that appeal to students and incorporates these trends into food items that are compatible with school meal regulations.
7. Attends campus events, such as health fairs and PTA meetings, to market the meal program to stakeholders.



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8. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

### Minimum Requirements

- Bachelor's degree from an accredited college or university in Culinary Arts or Hospitality or 4 years equivalent experience.
- Valid Texas Food Protection Management Certification or the ability to obtain one within 90 days of hire.
- 3+ years progressive experience in Culinary Arts.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

### Preferred Qualifications

- Master's Degree from an accredited college or university.
- 5+ years progressive experience in Culinary Arts.

### Knowledge, Skills & Abilities

- Knowledge of inventory purchase orders and rotation of perishable food items.
- Math skills; ability to accurately total inventory.
- Strong verbal and written communication skills, and the ability to communicate and motivate staff.
- Strong time management and organizational skills; ability to direct the work activities of several associates simultaneously.
- Knowledge in providing quality to students and faculty by directing staff in meeting quality standards for food handling, preparation, safety, and sanitation guidelines.
- Knowledge of volume related math questions for multiple batch recipes (basic math skills).
- Ability to provide high quality service to both internal and external customers.
- Knowledge of knife skills, and cooking techniques.

### Working Conditions

#### Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)

#### Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically; May be required under specific circumstances to provide physical restraint of students in danger of causing harm to themselves or others; Frequent districtwide and occasional statewide travel.



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### Supervisory Responsibilities / Direct Reports

- None

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_