

**ALLEN INDEPENDENT SCHOOL DISTRICT  
STUDENT NUTRITION DEPARTMENT  
CULINARY ARTS TRAINER**

**Employee Job Description**

**Culinary Arts Trainer – Student Nutrition**

**TITLE:** Culinary Arts Trainer                      **WAGE/HOUR STATUS:** Exempt  
Student Nutrition Dept.

**REPORTS TO:** Director                      **Pay Grade:**    **Tech Grade 3**  
Student Nutrition Dept.

**DEPT./SCHOOL:** Student Nutrition              **Date Revised:** May, 2014

**TERMS OF EMPLOYMENT:**              226 day contract

**JOB GOALS:**

To train and coach all cooks on all aspects of their job as it relates to food production, food presentation and food safety  
To develop recipes that increase student acceptance of school breakfast and lunch  
To develop recipes that increase catering sales  
To project a positive, supportive, service-oriented image of the Student Nutrition Department.  
To support the goals and efforts of the Student Nutrition Department by accurately and efficiently completing assigned duties in a timely manner.

**QUALIFICATIONS:**

Culinary Arts Degree plus 5 years experience  
Demonstrated ability to perform all food production tasks at an expert level  
Comprehensive understanding of a school foodservice program  
Demonstrated ability to adjust pace and style of coaching to meet the learning needs of participants  
Working knowledge of adult learning principles  
Effective interpersonal communicator  
Ability to present and facilitate training for large groups  
Ability to influence others without formal authority  
Ability to properly use, clean, and maintain all kitchen and bakery equipment  
Ability to project a friendly, positive, supportive, service-oriented attitude  
Ability to handle multiple tasks with frequent interruptions  
Effective organizational skills  
Basic knowledge of computer operation  
Experience in using software to plan menus, order goods, and conduct physical inventories

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Prepares and facilitates training in kitchen basics and food safety to all new hires.
2. Oversees training checklist of new employees by weekly visits; provides additional training as necessary.
3. Provides on-the-job (on-site; hands-on) culinary training and coaching for all current Student Nutrition staff and managers.
4. Observes workers engaged in preparing and portioning foods to ensure all Student Nutrition standards are met.
5. Provides timely feedback to employees and their respective managers when observing behaviors not consistent with standard operating procedures.
6. Develops menus for Lowery and Allen High School; maintains menus in TrakNow and deploys menus as necessary.
7. Works with the Student Nutrition Director to develop, test, and modify standardized recipes for school breakfast, school lunch, catering and bakery. Trains all staff in preparation of all new recipes.

8. Conducts taste tests with students at all grade levels with all new products and recipes before being added to a menu.
9. Supports Student Nutrition Department efforts to produce the highest quality products consistently across all locations.
10. Oversees HACCP program; conducts on-site reviews for HACCP.
11. Oversees and resolves equipment issues.
12. Provides on-site training of equipment as necessary.
13. Assists with remodels and all equipment purchases
14. Research and make recommendations for large and small equipment for kitchens.
15. Work with Facilities to insure correct gas, electric, water is available for equipment.
16. Review and approve kitchen small wares requests.
17. Prepares all meals for all School Board meetings and workshops.
18. Coordinates all catering events for the school district using Student Nutrition staff members.
19. Works with the Student Nutrition Director to revise and update Student Nutrition operational standards.
20. Works with the Student Nutrition Director to implement new concepts and special projects.
21. Schedules use of training room and kitchen in the new warehouse.
22. Makes daily Journal entries on school findings, personnel issues, problems, resolved, training performed, etc.
23. Performs other duties as assigned by the Superintendent or Student Nutrition Director.

### **WORKING CONDITIONS**

Ability to process information quickly and respond appropriately to situations.

Ability to handle crisis situations in an appropriate manner.

Ability to maintain emotional control under stress.

Ability to maintain focus with frequent interruptions.

Ability to work with a variety of personalities.

### **PHYSICAL DEMANDS**

Frequently subjected to extremes in temperature

Continual standing, walking, pushing and pulling

Frequent stooping, bending, kneeling, and climbing (ladder)

Moderate lifting (up to 50 lbs.) and carrying

District-wide travel, occasional prolonged and irregular hours

### **TERMS OF EMPLOYMENT**

The Student Nutrition Supervisor works 226 days per year and is paid once per month. Salary is to be established by the Board.

### **EVALUATION**

Evaluation of job performance is a continuous process designed to improve the quality of work performed. Performance evaluation shall be conducted in accordance with the provisions of policies pertaining to Evaluation of Professional Personnel. The Student Nutrition Culinary Arts Trainer is evaluated by the Student Nutrition Director.

The foregoing statements describe the general purpose and responsibilities assigned to this job and not an exhaustive list of all responsibilities, duties, and skills that may be required.

The employee's signature indicates receipt of copy of job description.

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Name

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Date