

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Chef Supervisor  
**Department:** Child Nutrition Programs  
**Reports to:** Assistant Director of Child Nutrition Programs  
**Prepared Date:** March 15, 2016

**SUMMARY OF RESPONSIBILITIES**

Supervise the activities and food operations of assigned sites; provide culinary training and supervision for all CNP Site Supervisor and staff; assist in planning the food service menu including recipe and menu development, food preparation, and testing of new menu items; assists in the quality and cost control of the district's food service program.

**DUTIES AND RESPONSIBILITIES**

- Supervise CNP's Site Supervisor at assigned sites in all operational functions including, but not limited to meal preparation, food production, distribution, inventory control, equipment maintenance, food safety, catering, and personnel management.
- Supervise, evaluate, train, and direct the performance of assigned Site Supervisors, and participate in the interview and selection of new employees; make recommendations concerning staffing; discipline assigned staff as needed according to district policies and procedures.
- Assist in creating a culinary strategy, develop new menus and recipes in accordance with nutritional standards, guest feedback, market trends, and sales; utilize food cost and sales to evaluate current menu items and needs; minimize food costs and prices in response to the marketplace and customer needs.
- Assist in drafting food service policies, training, and procedures.
- Provide mentoring and training for food service staff in relation to effective and proper food preparation, equipment use and food merchandising.
- Provide written recipes and guidelines for food services staff.
- Oversee product evaluation and customer taste testing; compile and submit results to CNP office.
- Implement marketing and merchandising plans through effective training of site staff.
- Encourage and represent a positive relationship between Anoka-Hennepin and the community by demonstrating professionalism, courtesy, and respect when interacting with students, staff, parents, and customers.
- Perform other tasks and assumes other responsibilities as directed.

**EDUCATION and/or EXPERIENCE**

Require Associate's degree in Business, Nutrition, or Hotel and Restaurant Management OR a certificate of completion from a recognized Culinary Institution; and three years experience in health/safety, employee relations, supervision and/or training functions for a food service organization, preferably in education. Certified Food Service Manager Certificate preferred. Food service experience in an educational setting preferred. Registered Dietitian preferred. Registered Dietetic Technician preferred.

## **KNOWLEDGE, SKILLS & ABILITIES**

Maintain confidentiality of all CNP and Anoka-Hennepin related business.  
Customer service and public relations methods and practices experience.  
Understanding of applicable concepts and principles related to performance management.  
Experience in using various learning methods to ensure thorough training and development of staff, including public presentations, computer generated materials, and hands-on demonstrations.  
Knowledge of and ability to interpret and apply applicable federal, state and local rules and regulations, including Anoka-Hennepin policies.  
Use initiative and independent judgment within established procedural guidelines.  
Assessing and prioritizing multiple tasks, projects and demands.  
Ability to track, file, and maintain records of tastings, food items, and recipe development.  
Ability to establish and maintain effective working relationships with co-workers, clients, and families.  
Communicate effectively verbally and in writing.  
Ability to interpret data and information effectively to make sound business decisions.  
Experience with marketing culinary presentations.  
Ability to plan, organize, coordinate, and direct food production, distribution, and serving in assigned schools.  
Read, write, understand, and interpret recipes.  
Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume; application of basic algebra and geometry concepts.  
Ability to define problems, collect data, establish facts and draw valid conclusions, and communicate findings to staff and the CNP office as an area expert for the department.  
Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **PREFERRED QUALIFICATIONS**

Certified Food Service Manager Certificate preferred. Food service experience in an educational setting preferred. Registered Dietitian preferred. Registered Dietetic Technician preferred.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to lift, carry, push, and/or pull; and requires significant fine finger dexterity. Must be able to lift at least 25 pounds frequently and 50 pounds occasionally. Generally, the job requires 80% sitting, 10% walking, and 10% standing. Specific vision abilities required by this job include close and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. This job is performed in a generally clean and healthy environment.  
Frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions when visiting sites, extreme cold, extreme heat, risk of electrical shock and vibration.  
Noise level in the work environment is usually loud when at location kitchens, but quiet when in office setting.