

**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:** April 19, 2012

**SUMMARY OF RESPONSIBILITIES**

Plans, directs and manages the activities and food operations of alternative sites requiring independent judgment and analysis; provides culinary training and leadership for the Child Nutrition Site Supervisors and staff; assists in planning the food service menu including 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**

- Supervises Child Nutrition Program's Site Supervisors at Alternative sites in all operational functions including, but not limited to meal preparation, food production, distribution, inventory control, equipment maintenance, food safety.
- Supervises, evaluates, trains and directs the performance of Alternative Site Supervisors, and participates in the interview and selection of new employees; makes recommendations concerning staffing; disciplines assigned staff according to district policies and procedures.
- Assists in the development of new menus and recipes in accordance with nutritional standards and minimizes food costs and prices in response to the marketplace and customer needs.
- Assists in the planning and selection of menus, and determines quantities of food to be produced for serving locations; determines food and supply requirements, and exercises control over distribution and inventories.
- Monitors, observes, interviews, and conducts surveys to assess food service operations; responds appropriately to improve overall program quality.
- Assist in drafting policies, procedures, and directives.
- Provides informational expertise in response to concerns from parents, site administrators, and district staff regarding the interpretation of laws, rules, and regulations governing food service operations.
- Oversees and evaluates the planning, organization, and coordination of timely preparation of food for assigned food service programs to include catering.
- Provides mentoring and training for food service staff in relation to effective and proper food preparation and equipment use.
- Reviews, assesses and maintains daily operational data including meal participation and financial records for assigned serving locations.
- Identifies opportunities for improving service delivery methods and procedures.
- Oversees product evaluation and customer taste test; compiles and submits results to Child Nutrition Programs office.
- Implements marketing and merchandising plans through effective training of site staff.

- Encourages and represents a positive relationship between Anoka Hennepin and the community by demonstrating professionalism, courtesy, and respect when interacting with students, staff, parents and customers.

### **EDUCATION and/or EXPERIENCE**

Requires 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. Valid Driver's License preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

Maintains confidentiality of all CNP and Anoka Hennepin related business.  
 Performs other tasks and assumes other responsibilities as directed.  
 Customer service and public relations methods and practices.  
 Understanding of applicable concepts and principles related to performance management.  
 Using various learning methods to ensure thorough training and development of staff.  
 Knowledge of and ability to interpret and apply applicable Federal, state and local rules and regulations; and Anoka Hennepin policies.  
 Using initiative and independent judgment within established procedural guidelines.  
 Assessing and prioritizing multiple tasks, projects and demands.  
 Establishing and maintaining effective working relationships with co-workers, clients and families.  
 Communicating effectively verbally and in writing.  
 Interpreting data and information effectively to make sound business decisions.  
 Marketing culinary presentations.  
 Ability to plan, organize, coordinate, and direct food production, distribution and serving in assigned schools.  
 Read, 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.  
 Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **WORK ENVIRONMENT**

Lifting, carrying, pushing, and/or pulling; and 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.  
 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.