

Carrollton-Farmers Branch ISD

Professional Position- Job Description

Job Title: Student Nutrition Chef Coordinator

Status: Exempt

Reports to: Assistant Director, Student Nutrition Services - Nutrition

Pay Grade: AP-3 / 226 Days

Dept. /School: Student Nutrition Services

Date Revised: 6/10/2025

PRIMARY PURPOSE:

To support the Student Nutrition Services Department across several domains including, but not limited to, recipe development and testing, development and delivery of training materials for staff. Collaborates with the Communication Department in the creation and management of marketing materials and social media outlets to promote child nutrition programs. The Chef Coordinator will also be responsible for overseeing the monthly board catering functions including the menu planning and meal preparation for such functions.

QUALIFICATIONS

Education/Certification:

- Bachelor's degree from an accredited four-year college or university in Culinary Arts, Food and Nutrition, Institutional Management, Hotel and Restaurant Management, Dietetics, Food Science, or other directly related field preferred.
- Proctored Food Protection Management certification provided by ServSafe or the Learn2Serve® ANAB-CFP Accredited Food Protection Manager Certificate required within 60 calendar days of employment.
- Valid Texas Driver's License required.

Experience:

- Minimum three years of Food Service Management, required.
- Demonstrated experience in catering and providing culinary training, required.
- Knowledge of USDA Child Nutrition programs, preferred.

SPECIAL KNOWLEDGE/SKILLS

- Ability to read, write and comprehend instructions.
- Demonstrated ability of effective written and verbal communication skills.
- Knowledge of operating commercial kitchen equipment and office equipment.
- Basic computer skills including Microsoft Suite, Google platform, Canva or other marketing material design platforms, and specialized nutrition software and programs.
- Demonstrated knowledge of use of social media platforms such as Facebook and Instagram.
- Basic math skills.
- Effective planning and organizational skills.
- Ability to independently design standardized recipes which meet the USDA requirements of Child Nutrition Programs.
- Knowledge of methods and principles for preparing food in large quantities.
- Ability to coach a diverse audience and adjust pace and style of coaching to meet the learning needs of participants, and demonstrate culinary techniques to large groups.
- Demonstrated knowledge and abilities in organizing catering functions.
- Knowledge of Student Nutrition purchasing methods and regulations.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Work with the Student Nutrition Services administrative team to develop, design, modify, adjust, and implement recipes that meet USDA guidelines, to lower costs, increase quality of food production, and increase meal participation.
2. Provide timely feedback to employees and their respective managers and supervisors when observing behaviors not consistent with standard operating procedures.
3. Conduct recipe testing and gather feedback from students and staff on campuses throughout the school year.
4. Provide culinary and food production training and coaching for all departmental staff at regular staff meetings, as well as on-site visits on a regularly scheduled basis.
5. Organize and conduct monthly school board caterings; oversee a team of 3-4 employees working at these events.
6. Manages catering kitchen location, ordering of catering food products, and organization of all food samples stored at the catering kitchen.
7. Establishes and maintains positive relationships with all vendors from outside the district through regular meetings and communication.
8. Supports supervisors and campus staff with the menu, ordering, and software support via email and phone calls on a regular basis.
9. Conducts regularly scheduled visits to campus cafeterias to oversee food quality and provide food production training support to campus staff.
10. Supports the Assistant Director – Nutrition, in bid preparation and contract management, as well as on-going departmental purchases on a regular basis.
11. Supports the Assistant Director – Nutrition, in preparing grant funding requests for the department.
12. Supports the Assistant Director – Nutrition, in the creation and updating of all HACCP related materials.
13. Promote the Student Nutrition Department through the development of marketing materials, featured menu items, participation in school and community events, and social media.
14. Practice time management by planning activities and setting priorities.
15. Serve as a role model to demonstrate the value of caring about people in the organization, especially the foodservice customer.
16. Required to travel between work locations on a regular basis.
17. Assist in the completion of administrative assignments as requested.

Professional Development

- Complete 12 hours of required Continued Education/Training annually.

WORKING CONDITIONS

- **Tools/Equipment Used:** Standard large and small kitchen equipment. Computer, printer, copier, calculator, multi-line telephone, postage machine, folding machine.
- **Mental Demands:** Work with frequent interruptions; maintain emotional control and exercise reasoning and problem-solving skills while under stress. Ability to follow oral and written instructions, and perform detailed accounting functions.
- **Physical Demands:** Frequent repetitive hand motions. Frequent prolonged use of computer. Frequent visual interaction with computer screen or monitor. Frequent light lifting. Occasional heavy lifting (15-44 pounds). Occasional bending. Occasional stooping. Occasional kneeling.
- **Sensory Requirements:** Significant hearing, near vision, far vision, and peripheral vision. Color discrimination and depth perception.

- **Environment:** Normal office environment. Numerous phone calls. Subject to frequent interruptions. Subject to frequent deadlines. Requires travel throughout the district. Subject to extreme temperatures.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. This job is not an employment agreement or contract. The Administration has the exclusive right to alter this job description at any time without notice.

I agree to perform these major responsibilities and duties and understand that this position is funded with National School Breakfast and Lunch Program funds designated for the 2025-26 school year. This position is reviewed annually based on funding availability.

Employee Name (please print): _____

Employee Signature: _____

Date: _____

Reviewed by: _____

Kristen Hess

Date: 6/10/2025

Approved by: _____

Gerardo Martinez

Date: 6/10/2025