



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Chef (Kitchen Associate II)	Last Revised/Approved: <i>August 2021</i>
Job Code: TBD	Reports To: Manager II, Operations
Office: Finance Office	Department: Nutrition Services

Compensation Information	
Pay Grade: 04A	Pay Range: \$53,246 – 76,471
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Provides culinary expertise in writing recipes and menus for the district. Understands menu planning and culinary training. Provides culinary training to front-line nutrition services staff as well as assists with the catering program and a la carte meals. Develops, evaluates and implements new recipes for the students. Works closely with nutrition production staff, schools, parents and the community through events and demonstrations.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

1. Provides leadership and collaborates with the staff to write recipes and menus that adhere to all federal, state and local nutrition and sanitation guidelines
2. Conducts recipe development, testing, and revisions with a focus on efficient utilization of USDA commodity foods.
3. Utilizes locally sourced ingredients and farm-fresh fruits and vegetables when practicable.
4. Develops and monitors innovative recipes and menus to reflect the culinary trends for a diverse population of student taste preferences.
5. Provides culinary training to nutrition services staff to ensure the highest quality food safety, food production, presentation and employee safety.
6. Develops materials and procedures relevant to preparation and service of new recipes.
7. Provides technical guidance to school nutrition staff to ensure compliance and consistency of food preparation standards and recipe standardization.
8. Represents the department to staff, schools, and the community to increase student participation and promote school nutrition programs.
9. Assists with District’s catering orders.
10. Works with department personnel to execute special student and district activities and events to include catering, cooking demonstrations and media events.
11. Attends conferences and other professional development as required by the department.

12. Actively supports the MPS Strategic Plan.
13. Completes other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires an associate's degree in culinary arts or a related field
- Must be ServSafe Certified or able to obtain within six months and must sustain throughout employment.
- A valid driver's license and a fully-insured vehicle for use to travel to and from various school sites.

Experience Requirements:

- Three to five years of experience as a commercial chef in a high-volume restaurant, hotel, hospital, food service or school nutrition program
- Management experience in a large-scale central production or commissary kitchen is desired.
- Excellent knowledge of the food purchasing process and the ability to work within a budget
- ***A combination of education and experience could be considered.***

Knowledge, Skills and Abilities:

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Must possess interpersonal skills that will facilitate work with all levels of management and the students of MPS.
- Must show initiative for new ideas and concepts as the menus at MPS expand.
- The ability to negotiate and communicate effectively, prepare technical documents and summaries is necessary.
- Must be able to train staff at multiple locations.
- Must be able to manage department budgets and identify cost-saving measures.
- Ability to work under pressure with time constraints, be versatile, adaptable and maintain confidentiality.
- Must be able to multi-task and work with varying deadlines.
- Computer skills with knowledge of MS Office products is required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General office and Kitchen environment with basic standing, walking, and typing required. Should be able to lift up to 50 pounds.
- Evening and weekend meetings and events may be required as a part of the job.
- Reliable, insured vehicle and valid driver's license required as frequent travel around the greater Milwaukee area is required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- Ability to work in a standing position for long periods of time (up to 5 hours) and lift, reach, bend and stoop frequently and lift up to 50 pounds.
- Ability to safely lift and maneuver cases of food frequently.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.