

**Food Service Worker**  
**SOUS CHEF**

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**Purpose Statement**

The job of Food Service Worker is done for the purpose/s of preparing and serving food items to students and/or school personnel as well as maintaining food service facilities in a safe and sanitary condition. Under general supervision of the Director of Food Service, the job of the Sous Chef is for the purpose of preparing, cooking, baking, serving, delivering and supporting the school meal programs at Tahoe Truckee Unified School District (TTUSD). The role of the Sous Chef includes supporting Chef's school site production, summer feeding program, catering and contracted food services. Collaborate with team members to support preparation and service of all meals related to the school meal program. Assists and implements food utilization rules and standards; and performs other related work as may be required.

**Essential Functions**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in the development and implementation of goals, objectives, policies, and procedures related to the Food Services department;
- Performs the duties of a Sous Chef which include:
  - Reviewing recipes, preparing recipes, gathering feedback from students regarding recipes.
  - Cooking, baking and storing food, ingredients, supplies related to the school meal programs district wide.
  - Providing a safe, sanitary kitchen, cafeteria and workspace at all times as mandated by local, state and federal food safety guidelines.
  - Arranges food and beverage items at the cafeteria, food carts, catering events and special food events for the purpose of ~~servicing them to~~ making items available for students and staff in an efficient and community members either for sale or as provided by the state and federal meal programs.
  - Assist with cash handling, point of service and point of sale transactions, reporting and communicating point of service/sale transactions.
  - Collects data, feedback etc from students and staff by way of taste tests, site based food related events, club meeting attendance and culinary demonstrations to enhance/improve student meal participation and dining experiences.
  - Supports recording all production including food waste, inventory updates and supply inventory.
  - Supports placing orders, receiving orders and communicating with site Chefs and Food Services Director needs of the kitchen in a timely manner.
- Tests and supports recipe development, menu cycles for all age groups and meal types, including for profit catering programs.
- Supports and maintains meal production records, food and compost waste inventory, storage inventory, supply and equipment inventory will be maintained.

- Cooks food, either prepared and/or from scratch for the purpose of meeting projected meal requirements.
- Estimates food preparation amounts for the purpose of meeting projected meal requirements and minimizing waste.
- Inspects food items and/or supplies for the purpose of verifying quality and usability of items. Reports and communicates immediate food and supply needs to the site Chef and/or Food Services Director.
- Supports and maintains food inventories (e.g. freezer, dry goods, etc.) for the purpose of having supplies available to prepare required meals.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- ~~Assists students (e.g. retrieving utensils, cleaning spills, seats, etc.) for the purpose of creating a safe, timely and healthy mealtime experience.~~
- ~~Assists with physical inventories for the purpose of verifying stocks and ensuring availability of supplies as needed.~~
  - Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- ~~Collects payments for~~ **Monitors safe storage and handling of food items from students and staff** (e.g. cash, meal tickets, temperature, sealed containers, clean equipment, etc.) for the purpose of **securing funds for reimbursement of costs.**
  - ~~Inspects food items, supplies~~ **maintaining the quality and/or equipment safety of food.**
- **Prepares food for special diets** (e.g. monitoring temperature, storage food ordered by a **Physician or Nutritionist**, etc.) for the purpose of **verifying quantity and specifications meeting the special needs of students and staff.**
- ~~Assists in the preparation of orders-, purchase orders, reports and/or complying with mandated health requirements.~~
- ~~Monitors available food, condiments and supplies (e.g. refills milk cooler, and condiment bottles, calls in requests for additional food; stocks food bar, etc.)~~ **reconciliation** for the purpose of **making items available to the students** **accounting for monies received and materials and goods distributed.**
- ~~Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.~~
- ~~Prepares daily item counts and associated reports for the purpose of providing documentation for items served.~~
- ~~Prepares food for serving (e.g. transfer from food trays, verify food temperature, etc.)~~ **Reports equipment malfunctions** for the purpose of **ensuring a maintaining equipment in safe and healthy mealtime experience.**
- ~~Removes leftover food from lunchroom for the purpose of maintaining sanitary conditions~~ **working order.**
- Responds to inquiries of students, staff and the public for the purpose of providing information and/or direction regarding ~~the type and/or cost of meals~~ **food items.**
- ~~Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.~~
- Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and ~~rotating stock for freshness~~ **security of items.**

**Other Functions**

- ~~Assists~~ **Rotates to other personnel as may be required** **sites and locations** for the purpose of **supporting them** **training opportunities, enhanced culinary skill building and team building.**

- Attends meetings (e.g. workshops, training's, in the completion of their work-service activities, etc.) for the purpose of receiving and/or conveying information.
- Supports and understands District rules, human resources policies and procedures and labor contract provisions.
- Other related duties as may be assigned

**Job Requirements: Minimum Qualifications & Skills Knowledge and Abilities**

**SKILLS**

**Skills** are required to perform single, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in food service operations; **basic bookkeeping and record keeping; supervision.**

- Intermediate Oral and written communication skills
- Intermediate English language skills
- Interpersonal relations skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Organizational skills
- Critical thinking and problem solving skills.
- Manage confidentiality in all aspects of the job.

**Knowledge**

**KNOWLEDGE**

**Knowledge** is required to perform basic math, **including calculations using fractions, percents, and/or ratios**; read and follow instructions; and understand **complex**, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards related to food handling **and storage**; safety practices and procedures; **volume principles and methods of quantity** food preparation of basic item such as salads, sandwiches, etc; **supervision practices.**

**ABILITY**

**Ability** is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to **independently** work with others **in a wide variety of circumstances**; work with data utilizing **specific, defined but different** processes; and operate equipment using defined methods. Ability is also required to work with a **significant** diversity of individuals and/or groups; work with **specific, job-related data of widely varied types and/or purposes**; and utilize job-related equipment. In working with others, **problem solving is required to analyze issues and create action plans.** Problem solving with data **requires following prescribed guidelines may require independent interpretation**; and problem solving with equipment is **limited significant.** Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying tact and courtesy; working as part of a team; intermittently **perform moderate physical demanding activities; working under limited supervision.**

**Responsibility**

Responsibilities include: working under **direct limited** supervision using standardized **procedures; providing information practices and/or advising methods; leading, guiding, and/or coordinating** others; and operating within a defined budget and/or financial guidelines. **Utilization of some resources from other work units may be required to perform the job's functions.** There is a continual opportunity to **significantly** impact the Organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. **Lifting a minimum of 25 pounds at any given time.** Generally the job requires ~~40~~20% sitting, ~~30~~20% walking, and 60% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience:**

Job related experience ~~is required~~with increasing levels of responsibility.

**Certificates & Licenses:**

~~None Specified~~

**Basic Food Handler Certification preferred prior to employment; Required within 30 days of employment**

**Education:**

High School Diploma or equivalent

**Clearances:**

DOJ/FBI Fingerprint Clearance

TB Clearance

Pre-employment Medical Assessment

~~Drug Screening~~

**Additional Qualifications**

**Ability to travel to other sites/locations using district vehicles or personal vehicle**

**Continuing culinary education while employed including but not limited to Chef Ann Foundation trainings and certifications**

**Supervision**

**Director of Food Services**

**Required Testing**

~~Pre-employment Proficiency Test~~

~~Physical Capabilities Test~~

**Successful Completion of Pre-Employment Process**

**Continuing Education/ Training**

~~Non-Specified~~

**FLSA Status**

~~Non-Exempt~~

**Training attendance at workshops as appropriate**

**Salary Grade**

**Range 9**

**Work Year**

**195 [CLAS8]**