

Job Title: K-12 Chef
Department: Child Nutrition
Reports To: Director of Child Nutrition
FLSA Status: Exempt
Salary Schedule: EC lane 02



SUMMARY

The K-12 Chef plays a vital role in menu engineering, recipe development, specialized clinical nutrition compliance, procurement strategy, staff coaching, and creating a hospitality oriented image of the Washington County School District (WCSD) Child Nutrition Program. The goal is to increase student participation and satisfaction with school meals by improving food quality, ensuring full compliance with federal nutrition guidelines, and promoting safe, positive meal experiences for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Menu Planning & Compliance: Serves as the primary planner for all WCSD menus. Ensures all menus meet strict USDA age/grade group specifications, dietary specifications (calories, sugar, sodium, saturated fat), and component compliance for all programs (NSLP, SBP, SSO, FFVP, Afterschool Snack).

Procurement & Bid Management: Collaborates with the Child Nutrition Director and Operations Technicians to oversee and execute the formal procurement and bidding processes for smallwares, commercial kitchen equipment, food items, and USDA commodities. Provides expert culinary and technical input to ensure bid specifications match program and menu needs.

Special Diets & Food Allergy Management: Directs the WCSD special dietary needs program. Maintains and reviews medical special meal accommodation forms. Establishes allergen safety, cross-contamination prevention, and meal modification protocols. Partners with school nurses, technicians, and kitchen managers to ensure safe implementation.

Recipe Development: Leads the development, testing, and modification of standardized recipes (including allergen-safe alternatives). Conducts recipe costing, yield analysis, and nutritional analysis.

Staff Coaching & Training: Trains and coaches kitchen staff and managers on culinary techniques, presentation, portion control, food safety, and allergy awareness. Creates instructional videos and printed training materials.

Substitute Support: Assists with the recruitment, culinary onboarding, and skill-based training of substitutes to ensure they are prepared to maintain food quality and allergy safety standards when filling in.

Site Visits & Quality Control: Conducts school site visits to observe food production, portioning, menu execution, and equipment usage. Provides actionable feedback to the Child Nutrition leadership team.

Menu Committee Leadership: Collaborates closely with the Director, Operations Technicians, and the Menu Committee to review program evaluations, analyze student feedback, and adjust menus.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have current knowledge of culinary techniques, recipe development, food safety, and sanitation.

Must have an understanding of USDA child nutrition regulations and school food service operations.

Must be skilled in using and maintaining all standard kitchen equipment.

Ability to modify menus and recipes based on inventory or supply changes.

Ability to adapt training to meet the learning needs of diverse staff.

Must have strong project planning, organization, and time management skills. Ability to evaluate and simplify workflow in high-volume settings.

Must be proficient with software such as Microsoft Office, Canva or Adobe, and social media platforms.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

An Associate's Degree or higher with a major course of study in the Culinary Arts, Nutrition, Dietetics, or a related field. A minimum of 3 years experience in the food service industry (institutional or school nutrition experience preferred). Experience providing culinary training or coaching is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Food Handler's Permit/License required.

Must obtain and maintain a valid ServSafe permit/license within 6 months of being hired. Must certify with the School Nutrition Association with Level 2 or 3 within 2 years of being hired.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1). Requires use of a personal vehicle (mileage reimbursed).

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle; talk and hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

Must be available to provide support to the occasional after-school event.

Must be able to travel frequently between WCSD school sites in various weather conditions.

Prepared By: Director of Child Nutrition			Date: 07/16/2025
Approved By: Assistant Director, Human Resources			Date: 07/17/2025
☐ Reviewed	☒ Revised	By: Director of Child Nutrition	Date: 05/27/2026
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	