

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



SUMMARY

The K-12 Chef plays a vital role in staff coaching, recipe development, stakeholder engagement, and creating a service-oriented image of the WCSD Child Nutrition Program. The goal is to increase student participation and satisfaction in school meals by elevating food quality, enhancing staff skills, and promoting positive meal experiences.

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.*

Trains and coaches kitchen staff and managers on food preparation, food safety, culinary techniques, and presentation.

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

Assists in the development, testing, and modification of standardized recipes that meet USDA requirements (NSLP, SBP, SSO, FFVP, Afterschool Snack).

Provides hands-on training and instructional resources to support rollout of new recipes and menu items.

Promotes student engagement through cooking demos, taste testing, focus groups, and nutrition advisory events.

Coordinates with the WCSD Nutrition Specialist and Menu Team on recipe costing, yield analysis, and compliance with all federal regulations.

Supports special events, marketing campaigns, and nutrition promotions through planning, purchasing, and culinary execution.

Creates and delivers culinary training content and visuals, including instructional videos, printed materials, and social media content.

Collaborates with the WCSD Nutrition Specialist and Nutrition Team to develop promotional and training media (e.g., cooking demonstrations).

Provides input on new food and equipment products during procurement reviews or bid evaluations.

Assists in updating and improving operational standards, workflows, and culinary processes across the district.

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.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance.

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, 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 variables 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 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)

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.

District-wide travel is required. Use of a personal vehicle would include mileage reimbursement.

Prepared By: Nutrition Program Director			Date: 07/16/2025
Approved By: Assistant Director, Human Resources			Date: 07/17/2025
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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:	