



Santa Rosa City Schools

Classification Description

Job title:	Culinary Coordinator	Department:	Child Nutrition Services
Reports to:	Director of Child Nutritional Services	FLSA Classification:	Non-Exempt
Board Approval:	May 13, 2026	Work year:	12 Months
Revision(s):	April 23, 2025	Salary Range	CSEA 75 Range 22

DEFINITION:

Under the direction of the Child Nutrition Supervisor is responsible for overseeing the cooking, baking and catering of meals in the Child Nutrition Department's Central Kitchen.

QUALIFICATIONS:

Education:

Associate degree with emphasis on culinary education or equivalent Culinary school Completed.

Experience:

Training or work experience is desirable.

Licenses and Certifications:

Mandated Reporter Training

California Food Handler Certificate (must have a certificate or obtain one within 3 months of employment)

KNOWLEDGE AND ABILITIES:

Knowledge of:

- All the HACCP principles and the ability to implement.
- Operation of a computer and assigned software.
- Methods of preparing, mixing, cooking, baking and serving food in large quantities.
- Methods of computing food quantities required by menus, food handling techniques and kitchen sanitation.
- Methods of cleaning and maintaining food service areas, utensils, and equipment, kitchen sanitation and safety precautions, basic arithmetic.

Ability to:

- Organize and direct the cooking, baking and preparation of entrees, side dishes and other food items.
- Estimate and order appropriate amounts of food items and supplies to meet student needs. 3. Oversee and participate in the receipt, storage and rotation of food items and supplies.
- Follow and assure compliance with health and sanitation requirements.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with employees and the

community.

- Operate a computer and assigned software.
- Meet schedules and time lines.
- Follow, extend and adjust recipes.
- Work independently with little direction.
- Plan and organize work load of cook/bakers.
- Direct our Farm to School program including and assisting with Harvest of the Month.
- Act in a professional and positive manner
- Establish and maintain cooperative and effective working relationships with others
- Use tact, patience, and courtesy

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.

1. Oversees as well as participates in cooking and baking of a wide variety of foods such as muffins, buns, breads, breakfast bars, spaghetti, pizza, vegetables and all main course entrees.
2. Trains, coordinates, and provides work direction and operational oversight to cook/bakers and food service staff to ensure efficient daily operations.
3. Estimate food and supply quantities; measure, prepare, and ensure availability of ingredients for daily production and service.
4. Assist with ordering, requisitioning, receiving, storage, and inventory control of food and cafeteria supplies.
5. Prepare, maintain, and review production records, inventory documentation, and related kitchen records.
6. Assist in the development of recipes as directed.
7. Cleans ovens, grills, and food preparation areas.
8. Operates grills, ovens, steamers, stoves, dishwasher, slicers, mixers and other kitchen equipment as required.
9. Coordinate and provide operational oversight to kitchen staff to ensure efficient workflow and service delivery.
10. Oversee inventory tracking and proper storage of food and cafeteria supplies.
11. Monitors temperatures of food to assure safety and quality standards are met.
12. Properly cool all cooked food in the approved manner and time allotment by HACCP standards.
13. Assist in storing unused food and supplies, disposes of unusable leftovers and utilizes proper methods of handling of foods to be stored.
14. Ability to manage catering events to large groups including preparation of meals and decoration of Buffet/Meal area.
15. Organize and participate in student taste testing and parent group meetings.
16. Create menus using the Nutrikids software program.
17. Attends training classes and workshops as required
18. Support cost-control efforts by assisting with food and supply costing to ensure efficient use of resources.
19. Performs other related duties as assigned.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. May perform other related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts, and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment, Kitchen Equipment, and warehouse equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor surfaces, Outdoor Docks
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kitchen and warehouse equipment noise
Exposure to extremes in temperature, humidity, and wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kitchen and food warehouse spaces, including walk-in freezers and refrigerators.
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bodily fluids in the event of an injury

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking				X	
Standing				X	
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing		X			
Kneeling			X		
Crawling		X			
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant Hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs				X	
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs				X	
11-25 lbs				X	
26-50 lbs				X	
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.