

Job Posting

Job Title: Recipe Development & Nutrition Coordinator

Summary: Works with the menu planning team to create, test and execute new recipes while monitoring them for regulatory compliance. Assists with the development of menu structure, ensuring efficiency and cost effectiveness. Organizes and updates the existing recipe database to current requirements/regulations.

Duties and Responsibilities include the following:

1. Creates new and innovative recipes to be added to production.
2. Creates supplemental/alternate recipes in case of product shortages.
3. Demonstrates skills, knowledge and understanding of proper use and maintenance of all equipment related to prep line.
4. Analyzes food ingredients and tests new recipes, evaluating for compliance, usage, allergens, cost, logistics, feasibility and client preference.
5. Demonstrates knowledge about various ethnic cuisines.
6. Ensures the food quality and presentation style of new recipes. If/when concerns arise, follow up with the prep team to make sure the recipes are tweaked for better results.
7. Effectively records recipe instructions and other relevant data in database and other applicable locations to ensure recipes are standardized.
8. Updates the existing recipe and ingredient database to suit current needs based on allergy restrictions, dietary styles, nutrition updates, product updates, etc.
9. Maintains communications with internal teams and updates changes that affect other teams in a timely manner, preventing communication gaps.
10. Works with procurement team to conduct market research and connect with vendors to identify and analyze new products in market.
11. Learns and keeps up with the (school) food service field's evolving trends and compliance requirements and applies learning to recipe development as needed.
12. Assists in the development of menu structure to ensure efficiency and cost effectiveness.
13. Coordinates and manages market basket every year to consolidate items used in production.

14. Manages alternate food products and distributors lists for market basket.
15. Analyzes dietitian statements from clients and suggests the optimum meals for allergen restrictions based on compliance, usage, allergens, cost, logistics, feasibility and client preference in focus.
16. Train staff on recipes, proper standards and HACCP standards.
17. Conducts taste test for staff, clients and students both on and off-site.
18. Works well with others, both inside and outside of the company.
19. Adheres to all business policies and procedures, paying special attention to health and/or safety requirements; communicates any concerns to management.
20. Performs other related duties as assigned.

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.

Education/Experience:

Five years hands-on experience in a commercial kitchen and experience in managing the data related to maintaining the kitchen/food is preferred. School food service experience is a plus. CDM, CFPP certification required. A college degree is preferred.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to define problems, collect and manage data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of using computers and mobile applications for day-to-day work. Knowledge of Microsoft Suite, Word, Excel and Outlook is mandatory.

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.

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 required to stand, walk; use hands; reach with hands and arms; talk or hear and taste or smell; stoop, kneel, crouch, or crawl. The employee may need to lift and/or move items weighing up to 20 pounds, occasionally.