



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 8/3/2026

Executive Chef

Pay Scale: B

Level: 13

FLSA Status: Exempt

Job Family: Business & Financial Services

Primary Location: Round Hill Center

Department Overview

The Department of Business and Financial Services is responsible for the maintenance and operation of a balanced budget. The department also establishes internal controls, policies, and execution to provide the highest quality of services in financial support of Loudoun County Public Schools. The department also provides high quality, affordable, and nutritious school meals. The Department includes the following teams: Financial Services, Accounting, Payroll, Risk Management, Budget and Financial Analytics, School Nutrition Services and Procurement Services.

Job Overview

The Executive Chef oversees recipe development and standardization. This position also leads a staff training program and provides equipment and culinary training to School Nutrition Services (SNS) staff. This position ensures consistent quality and operational efficiency while supporting innovation to increase meal participation and diversify menu offerings. This position leads an apprenticeship training program that develops staff members' skills and prepares them for cafeteria operations.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Trains staff in the efficient and effective preparation of culinary food items while maintaining high standards of quality, presentation, and food safety.
- Supports departmental efforts to maintain excellence in food preparation and service by ensuring product consistency, quality, and visually appealing presentation while meeting established culinary and customer service standards.
- Leads the standardization of systems and processes to ensure consistency across the division.
- Leads Training Managers in initial training all new SNS staff.
- Conducts recipe development with a focus on nutritious menu choices and efficient utilization of commodity foods, including crediting, scaling, and recipe costing.
- Assists in evaluating large equipment and small wares used in production and food distribution, including the development of product specifications as well as in planning and opening of new food facilities and modernization of existing facilities.
- Monitors and trains staff to ensure adherence to food safety, sanitation, and safety protocols, while developing and conducting training on the proper use of kitchen equipment and food preparation procedures.
- Leads and coordinates departmental safety initiatives, conducts safety training, and promotes best practices to minimize risk and enhance workplace safety.
- Coordinates ServSafe training of program staff.
- Manages Round Hill Center (RHC) test kitchen; coordinates product taste-testing at RHC and schools; coordinates regular meetings with product vendors to review new food and supply items.

- Assists in planning, organizing, and conducting workshops and in-service presentations for school meal program guidelines which include but are not limited to food preparation, presentation, production planning, food safety, sanitation, and other related topics.
- Supports the assessment and procurement of production and food distribution equipment and small wares, develops equipment and product specifications, and contributes to the planning, startup, and modernization of food service facilities to enhance operational efficiency and service quality.

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Completion of a two-year college, with an associate degree, in Culinary Arts or food related degree

Experience

At least five (5) years of large scale food preparation experience as a chef or food production supervisor, preferably in an institutional food service environment, including experience with recipe development, standardization, and implementation to ensure consistency, quality, and efficiency in large-scale food production operations

Licenses and Certifications

ServSafe Food Protection Manager Certification

Knowledge, Skills and Abilities

- Knowledge of culinary techniques and food production methods, including the ability to adapt recipes, production processes, and cooking methods when equipment, ingredients, or other resources are limited while maintaining product quality, consistency, and intended outcomes
- Ability to work independently with minimal direction
- Establish and maintain effective working relationships
- Demonstrates strong oral and written communication skills
- Ability to analyze reports to make informed decisions and recommendations
- Proficiency in using computer applications, including word processing, google drive, spreadsheets, email, and other business software

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.